



# Basic User's Guide

10/09/2006

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## INTRODUCTION

Welcome to Nucleus Content Management System (CMS)! This CMS will simplify how you maintain your website!

This Basic User's Manual is just that – basic. It is not meant to encompass everything that Nucleus is capable of doing. Instead, it is here to give you detailed instructions on some common and basic functions that you may be performing while using Nucleus.

At the time of this printing, this guide does not go into how to customize, create, edit, or delete skins and templates (the look of your website). It also does not discuss how to install or uninstall Nucleus. Nor does it go into plugins and other add-ons that give Nucleus the power to become an all-encompassing tool for webmasters.

But it will get you started with the five most basic functions of Nucleus:

1. Creating, editing, and deleting content (items) and categories.
2. Managing visitor comments.
3. Managing your own specific user profile information.
4. Editing blog settings or deleting a blog (administrator function)
5. Creating, editing, and managing users (administrator function).

This guide also assumes your Nucleus has already been installed for you. Perhaps you installed Nucleus through a Fantastico-type interface or you hired a web designer to install and customize Nucleus for you. This guide will wet your appetite to learn more!

Visit <http://nucleuscms.org/> to learn more about Nucleus!

## LOGGING IN AND OUT

To access the Administration Home, go to: [http://www.your\\_url.com/nucleus/index.php](http://www.your_url.com/nucleus/index.php)  
If your Nucleus was installed in another directory other than home, specify the directory in your URL.

**Introduction**

This is the logon screen for Nucleus CMS, the content management system that's being used to maintain this website.

If you have an account, you can log on and start posting new items.

### Test Blog

**Log In**

Not logged in  
Your site  
(Nucleus CMS v3.23)

Name:

Password:

☐ Shared Computer

[Forgot your password?](#)

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Figure 1 Log In

Once logged in, you will come to the Administration Home. To log out, click on one of these links:

Home

Add Item

- select -

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Plugins

Layout

Skins

Templates

Import/Export

Plugins

Skin Files

### Test Blog

Logged in as testadmin - **Log Out**

Admin Home - Your site  
(Nucleus CMS v3.23)

**Your weblogs**

Name	Actions
Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

**Your drafts**

No drafts

**Your settings**

- ◆ Edit Your Settings...
- ◆ Browse your items...
- ◆ Browse your comments...

**Management**

- ◆ Nucleus management...

**Log Out**

- ◆ Back to Admin Home
- ◆ **Log Out**

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Figure 2 Administration Home – Log Out

## ADMINISTRATION HOME

Through Admin Home, you will be able to access all areas of your Nucleus CMS.

- Home
- a** Add Item
- 
- b** testadmin
- Settings
- Items
- Comments
- c** Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- d** Layout
- Skins
- Templates
- Import/Export
- e** Plugins
- Skin Files

### Test Blog

Logged in as testadmin - [Log Out](#)  
**Admin Home - Your site**  
 (Nucleus CMS v3.23)

---

#### Your weblogs

Name	Actions						
Test Blog	<a href="#">Add Item</a>	<a href="#">Edit/Delete Items</a>	<a href="#">Comments</a>	<a href="#">Bookmarklet</a>	<a href="#">Settings</a>	<a href="#">Bans</a>	<a href="#">Delete All</a>

---

#### Your drafts

No drafts

---

#### Your settings

- ◆ [Edit Your Settings...](#)
- ◆ [Browse your items...](#)
- ◆ [Browse your comments...](#)

---

#### Management

- ◆ [Nucleus management...](#)

---

#### Log Out

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 3 Administration Home – Administrator logged in**

On the side menu, your selections are divided into 5 areas:

- a. **ADD ITEM** - You can quickly add a post to a blog selected from the drop down menu.
- b. **TESTADMIN** - Your username is reflected here, and you will find your user specific menu items. You can change your profile & password information (**SETTINGS**), post or edit content in your blogs (**ITEMS**), or manage your visitor comments (**COMMENTS**).
- c. **MANAGEMENT** - These menu items allow for management of the entire Nucleus CMS, including: Viewing nucleus logs (**ACTION LOG**), changing settings that would be reflected throughout the blogs (**GLOBAL SETTINGS**), registered user management (**MEMBERS**), adding new blogs (**NEW WEBLOG**), backing up your Nucleus content (**BACKUPS**), and adding plugins (**PLUGINS**).
- d. **LAYOUT** - **SKINS**, **TEMPLATES**, and **IMPORT/EXPORT** allow you to change your website/blog's look.
- e. **PLUGINS** - Manage your installed plugins through these menu selections.

## MEMBER SETTINGS

Click on “**SETTINGS**” on the Administration Home side menu and you will see your member profile.

- Home
- Add Item
- select ▾
- testadmin
- Settings**
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Test Blog

(Back to Member Overview)
Logged in as testadmin - [Log Out](#)

**Edit Member**
Admin Home - Your site  
(Nucleus CMS v3.23)

---

**Edit Member**

Display Name <sup>?</sup> <small>(This is the name you use to login)</small>	<input type="text" value="testadmin"/>
Real Name	<input type="text" value="Test Admin"/>
Password	<input type="password"/>
Repeat Password	<input type="password"/>
Email address <small>(When you change the email address, a new password will be automatically sent out to that address)</small>	<input type="text" value="cbmr777@gmail.com"/>
Website Address (URL)	<input type="text" value="http://hoguechronicle.com/testblog/"/>
Administrator privileges <sup>?</sup>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can login to admin area <sup>?</sup>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	<input type="text"/>
Language <sup>?</sup>	- use site settings - ▾

**Options for NP\_WYSIWYG RTE**

editormode	<input type="text" value="WYSIWYG Editor - Advanced"/> ▾
------------	--

**Edit Member**

Edit Member	<input type="button" value="Change Settings"/>
-------------	--

Extra Plugin Settings

### Log Out

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 4 Edit Member**

- By editing these fields, you will change your own specific user profile information.
- “Options For Np\_Wysiwyg\_Rte” may not show up on your specific install Nucleus unless the WYSIWYG plugin has been installed & imported for you. Through the drop down menu, you can change your preference for WYSIWYG Editor – None, WYSIWYG Editor – Lite, or WYSIWYG Editor – Advanced. This option affects your window when you go to “**ADD AN ITEM**” to a blog.
- When you are done editing your user profile, click on the “**CHANGE SETTINGS**” to save your changes.

## ADD AN ITEM

From Administration Home, several ways are available to add an item to a blog. You can select a blog to add an item to from the drop down list in your side menu (a). You can click on **"ADD ITEM"** from the blog itself (b). Or within the blog, you will see an **"ADD NEW ITEM"** link (c).

Home
<b>a</b> Add Item
testadmin
Settings
Items
Comments
Management
Action Log
Global Settings
Members
New Weblog
Backups
Plugins
Layout
Skins
Templates
Import/Export
Plugins
Skin Files

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

**Your weblogs**  

Name	b Actions	Edit/Delete Items	Comments	Bookmarklet	Settings	Bans	Delete All
Test Blog	<b>Add Item</b>						

**Your drafts**  
 No drafts

---

**Your settings**  

- [Edit Your Settings...](#)
- [Browse your items...](#)
- [Browse your comments...](#)

---

**Management**  

- [Nucleus management...](#)

---

**Log Out**  

- [Back to Admin Home](#)
- [Log Out](#)

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Figure 5 Add an Item from Administration Home

Home
Add Item
testadmin
Settings
Items
Comments
Management
Action Log
Global Settings
Members
New Weblog
Backups
Plugins

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

(Back to Admin Home)

**Items for blog Test Blog**  
**c** [Add new item...](#)

<< Previous
10 items/page
> Change
> Search
Next >>

Info	Title and Text	Actions
blog: testblog cat: Website Changes author: testadmin date: 2006-09-30	<input type="checkbox"/> <b>Test Blog Entry</b> Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode! To bold your text, highlight what you'd like to bold and click on the B button above. You see the html tag added around the text I wanted to bold? Same goes for italics. ...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>

Figure 6 Add an Item from the specific Blog



## Add New Item (no WYSIWYG Editor installed/selected in Member Settings)

Home

Add Item

- select -

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Plugins

Layout

Skins

Templates

Import/Export

Plugins

Skin Files

Test Blog

Logged in as testadmin - Log Out  
Admin Home - Your site  
(Nucleus CMS v3.23)

Create new item

Title **a**

Body **b**

Disable comments? **c**

Category **d**

Submit **e**

Extra Plugin Options **f**

Extended (optional)

Submit

Log Out

Back to Admin Home

Log Out

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Figure 7 Add New Item

- a. Title – Title of your blog item.
- b. Body – Your content for the blog item.
- c. Disable comments? - You can select to disable comments if you do not wish any visitor or register member to make comments on that blog item.
- d. Category – Categories allow you to organize your content (items) by topic.
- e. Submit – This area has options to allow you to save to “Add Now”, “Add Later” which will hide the blog item until the time you specify, or “Add to Drafts” so that you can work on your item at a later time.
- f. Extra Plugin Options – If you have plugins installed that deal with items, you may see these listed here.
- g. Extended (optional) – Sometimes if you have a long article to post, you may want to type in an introduction to your item in the Body and complete your content in the Extended section. What this does is allow you to have short intro on your blog's web page with a link if your visitor would like to read on.

When adding content and using the Body Options buttons, you'll see HTML code within your content:

- Home
- Add Item
- select ▾
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
 (Nucleus CMS v3.23)

### Add new item to 'Test Blog'

**Create new item**

Title

Body ?

Test Blog Entry

**B** *I* 







Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode!

To bold your text, <b>highlight what you'd like to bold</b> and click on the B button above. You see the html tag added around the text I wanted to bold?

Same goes for <i>italics</i>.

You may need to <a href="http://www.url.com/">link to a great website</a>. See the world with links button? It's the 3rd button from the left. Click on that. A textbox pops up. Enter your link text and your done!

But sometimes you'd like your text to be aligned differently than the rest of your content. The middle set of buttons can be clicked to make your text go

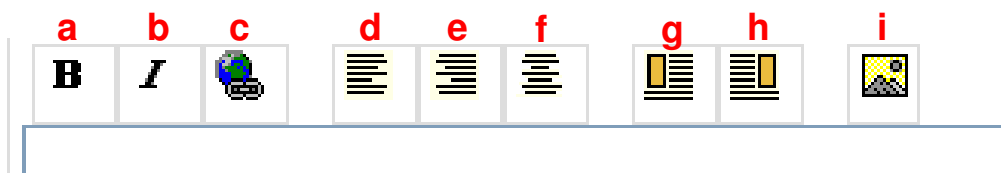
```
<div style="text-align: left">left,</div>
<div style="text-align: right">right, or </div>
<div style="text-align: center">centered.</div>
```

I'll go over adding images next...

**Figure 8 Add New Item – Content Added**

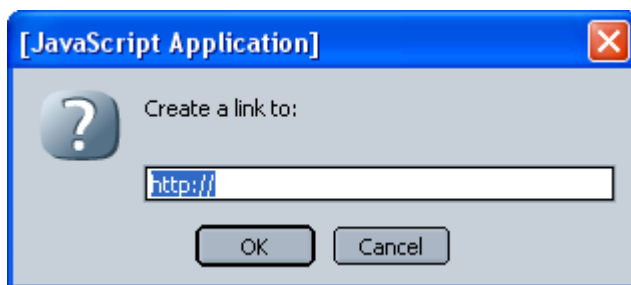
## Body content options (no WYSIWYG Editor)

These buttons allow for you to edit your text. Highlight the text and select one of these buttons to do your intended action.



**Figure 9 Body Content options**

- a. Bold
- b. Italics
- c. Add a Web Link: When you click on this button, a window will popup for you to enter your URL (see Fig. 10 below)
- d. Align Text To The Left
- e. Align Text To The Right
- f. Align Text To The Center
- g. Left Align Box – Used to align images left with text flowing around the image to the right
- h. Right Align Box – Used to align images right with text around the image to the left
- i. Add an Image (this will be covered separately later)



**Figure 10 Add a Web Link popup window**

### **Add New Item (WYSIWYG Editor installed/selected in Member Settings)**

# Test Blog

Logged in as testadmin - Log Out  
Admin Home - Your site  
(Nucleus CMS v3.23)

- Home
- Add Item
- select ▾
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Add new item to 'Test Blog'

Create new item

Title Using the WYSIWYG Editor

Body ?

View Source [Formatblock] ▾ [Styles] ▾ [Font] ▾ [FontSize] ▾ A B I U [List Bulleted] [List Numbered] [List Indented] [Link] [Unlink] [Image] [Table] [Code] [Help]

Disable comments? ☐ Yes ☒ No

Category General ▾

Submit Add Item

☒ Add Now  
☐ Add Later ?

Place on 3 / 10 / 2006 at 10 : 19 (dd/mm/yyyy hh:mm)

☐ Add to drafts ?

Extra Plugin Options

Extended (optional) ?

View Source [Formatblock] ▾ [Styles] ▾ [Font] ▾ [FontSize] ▾ A B I U [List Bulleted] [List Numbered] [List Indented] [Link] [Unlink] [Image] [Table] [Code] [Help]

### Log Out

- ◆ Back to Admin Home
- ◆ Log Out

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### Figure 11 Add New Item with WYSIWYG Editor Plugin Enabled

With the WYSIWYG Editor, you have the same areas but they look different with different options. You also will see your content, as it would look online.

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
 (Nucleus CMS v3.23)

---

### Add new item to 'Test Blog'

**Create new item**

Title

Body

View Source
[Formatblock]
[Styles]
[Font]
[FontSize]

**B**
*I*
U
☰
☷
☱
☲
☳
☴
☵
☶
☷
☱
☲
☳
☴
☵
☶
☷

Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode!

To bold your text, **highlight what you'd like to bold** and click on the B button above. You see the html tag added around the text I wanted to bold?

Same goes for *italics*.

You may need to link to [a great website](#). See the world with links button? It's the 3rd button from the left. Click on that. A textbox pops up. Enter your link text and your done!

But sometimes you'd like your text to be aligned differently than the rest of your content. The middle set of buttons can be clicked to make your text go left,

Disable comments? ☐ Yes ☒ No

**Figure 12 Content Added Using the WYSIWYG Editor**

Online result:


New Tab | Test Blog - Admin | Test Blog

## 03/10: Using a WYSIWYG Editor

Category: General
Posted by: testadmin
Add comment
Edit item

Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode!

To bold your text, **highlight what you'd like to bold** and click on the B button above. You see the html tag added around the text I wanted to bold?



Same goes for *italics*.

You may need to link to a great website. See the world with links button? It's the 3rd button from the left. Click on that. A textbox pops up. Enter your link text and your done!

But sometimes you'd like your text to be aligned differently than the rest of your content. The middle set of buttons can be clicked to make your text go left,

right, or  
  
 centered.

I'll go over adding images next...

### Navigation

- Today
- Archives
- Admin

### Categories

- All
- General
- Website Changes

### Search

Search

### Login

Logged in as testadmin ! (→ Log Out)

### Links

- nucleuscms.org
- docs.nucleuscms.org
- forum.nucleuscms.org
- wiki.nucleuscms.org
- skins.nucleuscms.org
- plugins.nucleuscms.org
- dev.nucleuscms.org

**Figure 13 Online View of Item**

## Body Content Options (WYSIWYG Editor)

These buttons allow for you to edit your text. Highlight the text and select one of these buttons to do your intended action.



**Figure 14 Body Content Options With WYSIWYG Editor**

- a. View Source – You can switch to edit the source code. (see figure 15)
- b. Formatblock – Change your text from paragraph, a heading size, etc.
- c. Styles – Bold, Superscript, etc.
- d. Font – Select Verdana, Times New Roman, and more.
- e. Fontsize – Point size you want your text to be.
- f. Change Text Color
- g. Change background color – background under your highlighted text
- h. Bold
- i. Italics
- j. Underline
- k. Align text to the left
- l. Align text to the center
- m. Align text to the left
- n. Justify full text alignment
- o. Numbered List
- p. Bulleted List
- q. Decrease Indent
- r. Increase Indent
- s. Insert left box
- t. Insert right box
- u. Horizontal rule
- v. Insert Web Link
- w. Insert Image
- x. Remove HTML formatting
- y. Undo
- z. Redo
- aa. About this Editor

Home
Add Item
- select ▾
testadmin
Settings
Items
Comments
Management
Action Log
Global Settings
Members
New Weblog
Backups
Plugins
Layout
Skins
Templates
Import/Export
Plugins
Skin Files

## Test Blog

Logged in as testadmin - [Log Out](#)

[Admin Home](#) - Your site

(Nucleus CMS v3.23)

### Edit Item

Edit Item	
Original author	testadmin
Title	<input type="text" value="Using a WYSIWYG Editor"/>
Body	<div>HTML mode</div> <pre> &lt;br /&gt; &lt;img src="/testblog/media/tbw091806_cf05_ninosmtmb.jpg" alt="tbw091806_cf05_ninosmtmb.jpg" title="Babywearing Momma" style="border: 2px solid rgb(255, 255, 255); float: right;" height="121" width="125" /&gt; Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode!&lt;br /&gt;  &lt;br /&gt;  To bold your text, &lt;b&gt;highlight what you'd like to bold&lt;/b&gt; and click on the B button above. You see the html tag added around the text I wanted to bold?&lt;br /&gt;  &lt;br /&gt;  Same goes for &lt;i&gt;italics&lt;/i&gt;.&lt;br /&gt;  &lt;br /&gt;           </pre>

Figure 15 View Source – WYSIWYG Editor

## ADD AN IMAGE

Adding an image is easy through clicking the image button on your Body Options selections.

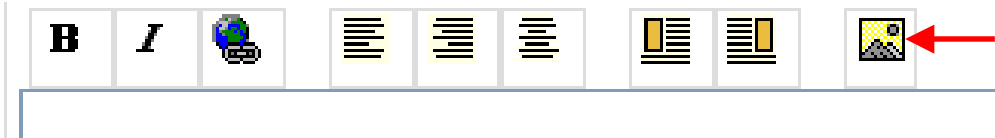


Figure 16 Add an Image button

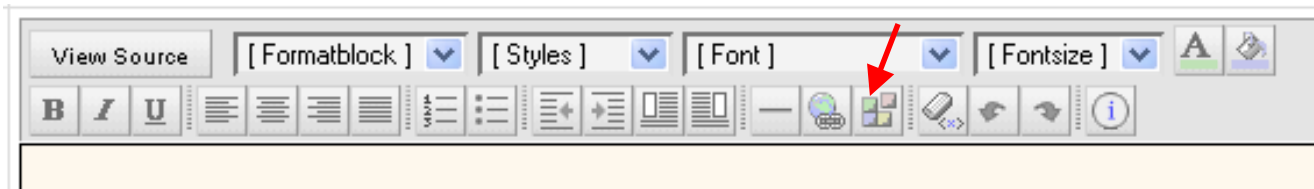


Figure 17 Add an Image button – WYSIWYG Editor

### *Adding an Image without the Image Manager (WYSIWYG Editor)*

Click on the “**Add an Image**” button. A window will pop up.  
Select “**Upload new file...**”

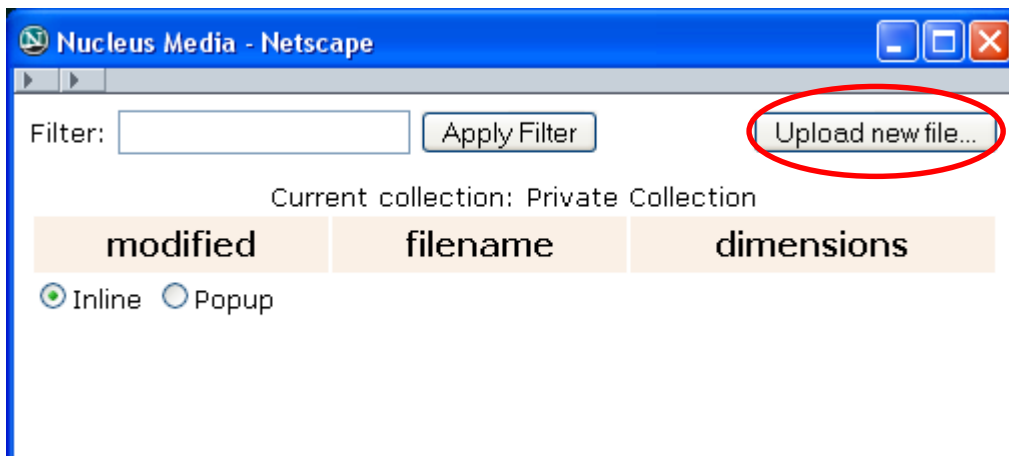


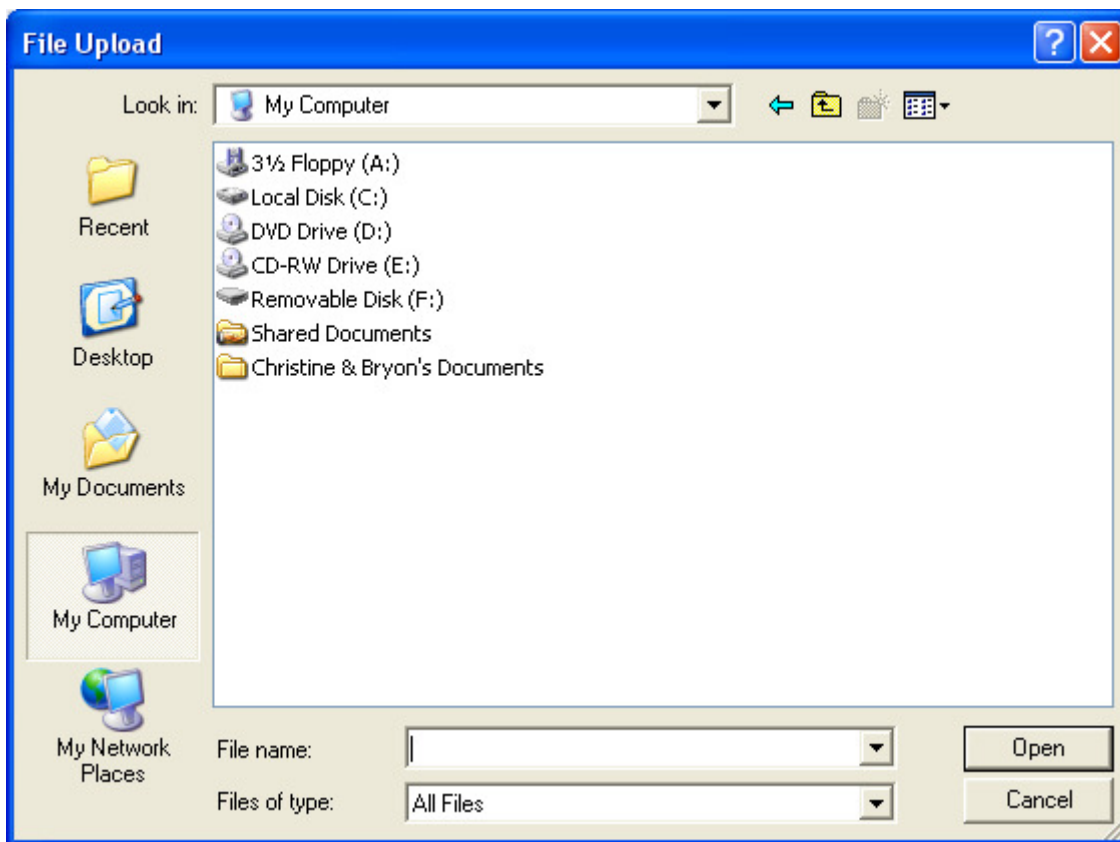
Figure 18 Nucleus Media popup window



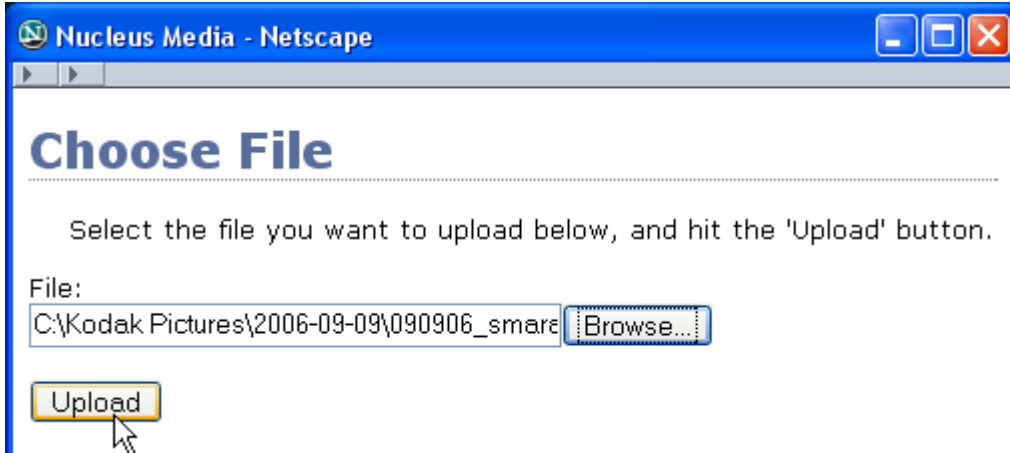
Browse to the file you wish to upload and select the file and click **“Upload.”**



**Figure 19 Add an Image – Choose File**

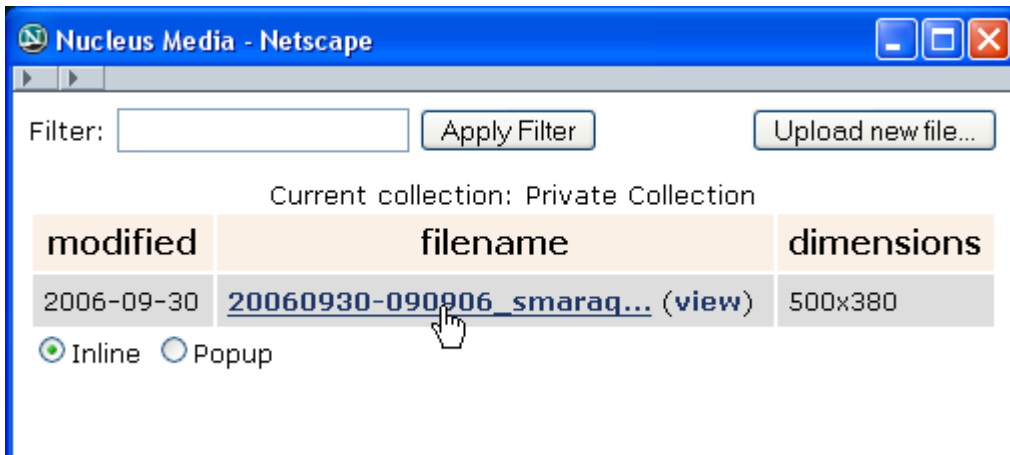


**Figure 20 Add an Image – File Upload**

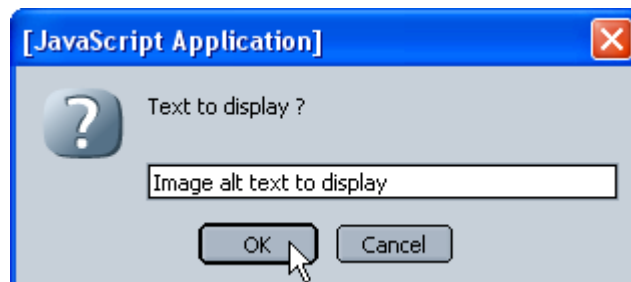


**Figure 21 Add an Image – Upload**

Select the file you wish to insert into your text. A popup window will appear for you to type in alternate text for browser unable to display your image.



**Figure 22 Add an Image – Select file**



**Figure 23 Add an Image – Text to Display?**

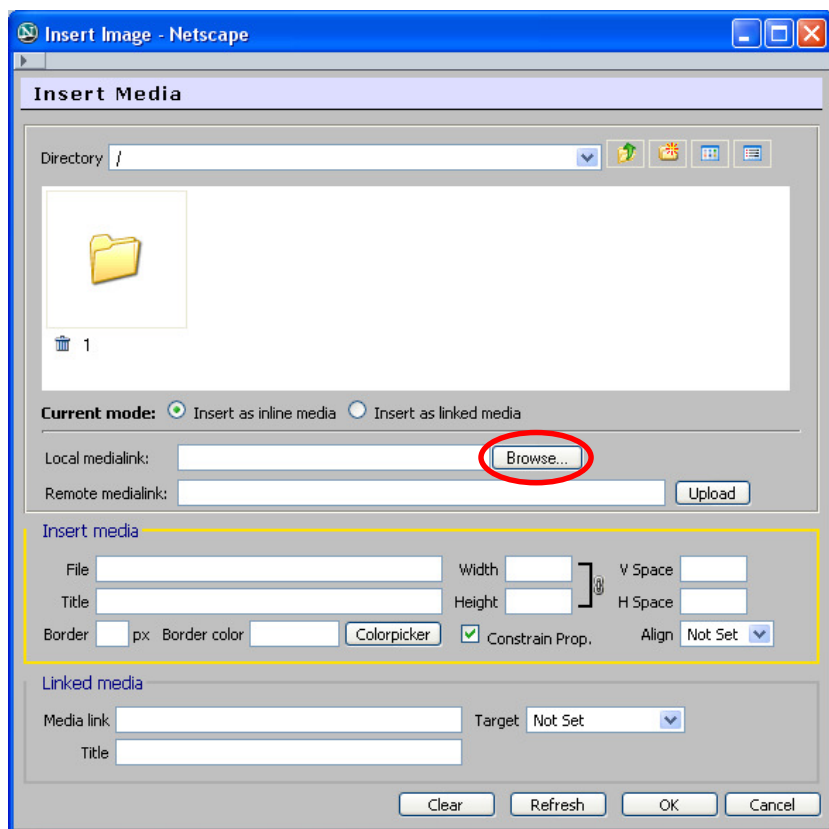
Here you can see the image code that is displayed in your body content area.

```
<%image(20060930-090906_smaragdassleepsm.jpg|500|380|Image alt text to  
display)%>Adding useless content for this demonstration of how to add content. If  
we were having any more fun, I'd explode!
```

**Figure 24 Add an Image – Image code**

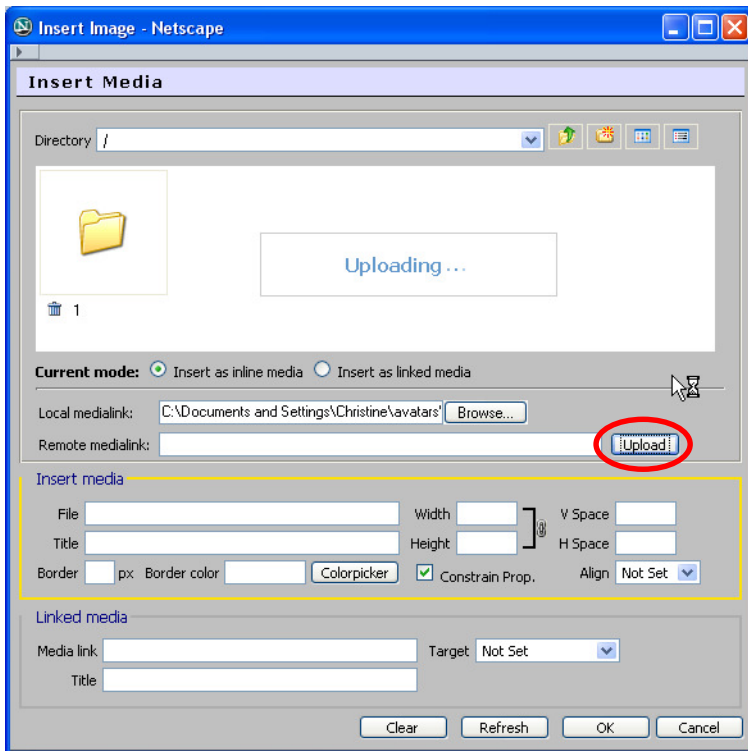
## ***Adding an Image with the Image Manager (WYSIWYG Editor)***

Click on the “**Add an Image**” button. A window will pop up.  
Click on “**Browse**” to find your file to upload. It can be an image, PDF, music, or other type of file you wish to insert into your blog.



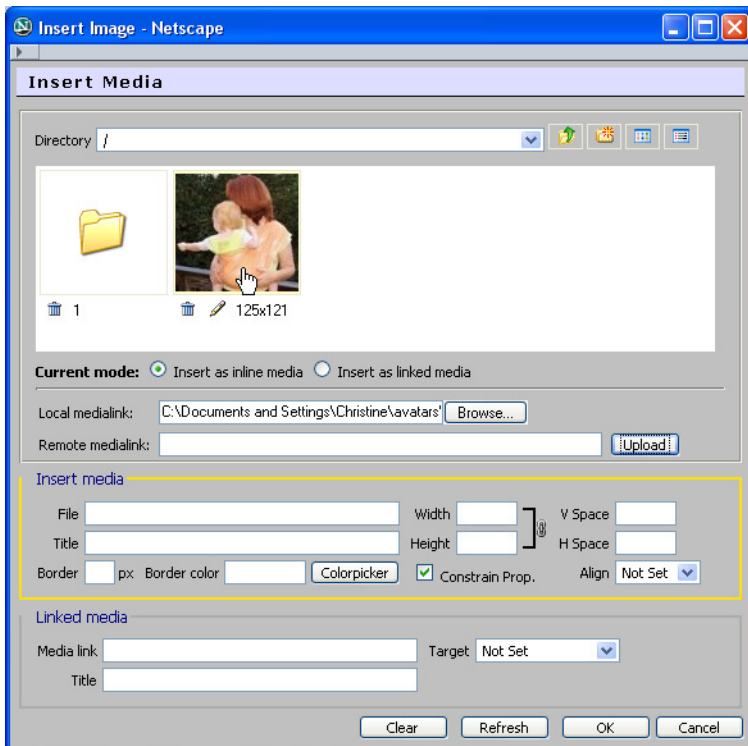
**Figure 25 Add an Image – Insert Media with Image Manager**

Once your file has been selected, click on **“Upload.”**



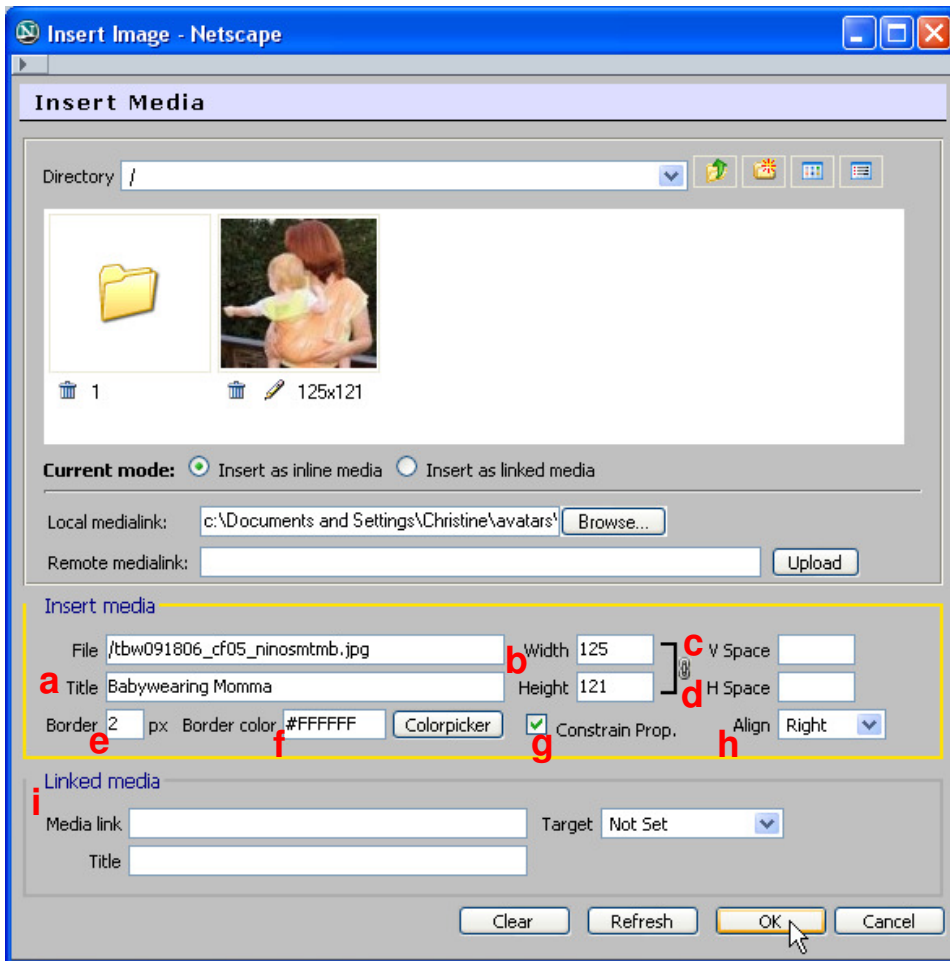
**Figure 26 Add an Image – Uploading File with Image Manager**

Select the file you are inserting into your blog by placing your mouse over it and clicking on it.



**Figure 27 Add an Image – Selecting Image with Image Manager**

Next, add your file attributes as needed and as necessary. When finished, click “OK.”



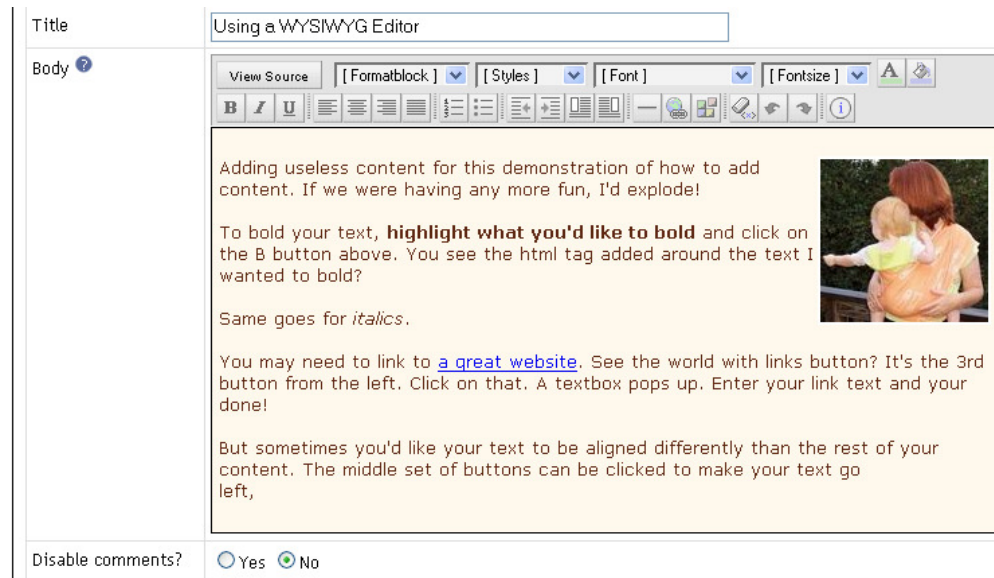
**Figure 28 Add an Image – Adding File Attributes with Image Editor**

- a. Title – This is your alternate tag. When moused over, this image description is displayed.
- b. Width & Height – Of your image. Set automatically but can be changed as needed.
- c. V Space – Sets the vertical space between the image and surrounding text.
- d. H Space – Sets the horizontal space between the image and surrounding text.
- e. Border – Border around the image
- f. Border Color – Use the Colorpicker to easily select a border color.
- g. Constrain Prop. – Force the properties of this image
- h. Align – How text should flow around the image
- i. Linked Media – This allows you to link your file to another website or source as needed. Target allows you to set your link as opening in the same browser window, a new window, among other options.

```

```

**Figure 29 Add an Image – Image Code with WYSIWYG Editor**



**Figure 30 Add an Image – Image in a WYSIWYG Editor**

## ADDING REMOTE IMAGE URL

### *Without the Image Manager (WYSIWYG Editor)*

You can link to an image on Photobucket or other online photo album by inserting code within your blog body content area. This allows you to link to an image without uploading them to your server.

Within your blog content, put this code:

```

```

If you want your image to align left or right, add align="left" or align="right" before the >.

### For Flickr images

Login to your Flickr account. Open a photo. Click on the **"Blog this"** icon.



Figure 31 Add an Image from Flickr

The first time inserting a photo to your Nucleus blog from Flickr will require setting up your blog.

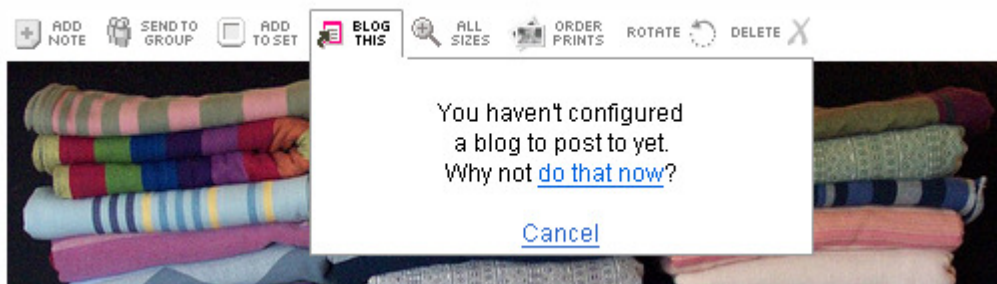
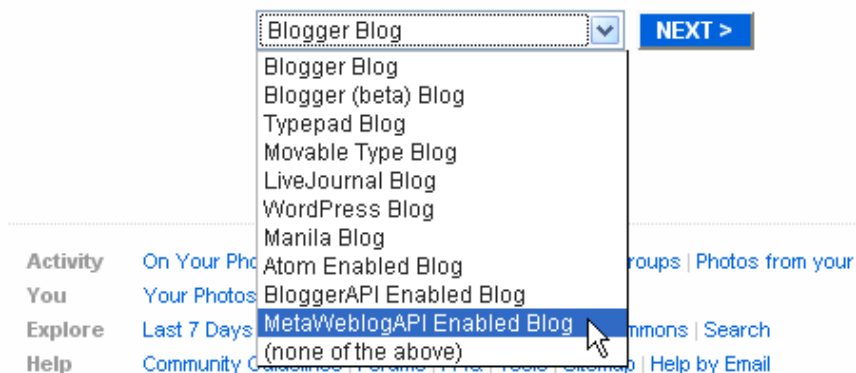


Figure 32 Add an Image from Flickr – Set up

You will be asked which blog, and you should choose "MetaWeblogAPIenabledBlog."

## Your account / Blogs / Add a blog

### What kind of weblog do you have?



Blogger Blog

Blogger (beta) Blog

Typepad Blog

Movable Type Blog

LiveJournal Blog

WordPress Blog

Manila Blog

Atom Enabled Blog

BloggerAPI Enabled Blog

MetaWeblogAPI Enabled Blog

(none of the above)

NEXT >

Figure 33 Add an Image from Flickr – What Weblog?

For "API Endpoint," enter `http://yourwebsite.com/nucleus/xmlrpc/server.php`  
Complete the form with your Nucleus blog's username and password.

### Enter your login details

We need your username to fetch your list of weblogs. If you don't want us to store your password, you'll be prompted for it whenever you make a post.

API Endpoint:

**Note:** Wordpress users, your API Endpoint is  
`http://your.blog.address/xmlrpc.php`

Username:

Password:

NEXT

Figure 34 Add an Image from Flickr – Login Details



After pressing “**Next**”, you will confirm your details. Click on the “**All Done**” button.

## Confirm your details

**Service:** MetaWeblogAPI

**Username:** testadmin

**Password:** \*\*\*\*\*

☒ Store your password?

**Weblog:** Test Blog (#1)

**URL:**


**Label:**

**All DONE**

Figure 35 Add an Image from Flickr – Confirm Details

You will receive confirmation that the process was a success! To continue posting your photo to your Nucleus blog, select “**return to the photo you were blogging.**”

## Your account / Blogs / Add a blog

 **Your blog has been added to Flickr.**

Would you like to [create a custom posting template](#) now?

Or, [return to the photo you were blogging?](#)

Figure 36 Add an Image from Flickr – Blog Added

Compose your blog entry and click on **"POST ENTRY."** You will receive confirmation that your blog entry has been posted, and your blog will contain your latest Flickr photo post!

## Blog this photo



090906\_nino05\_stash

Wrap stash photo taken 9-9-06. These wraps belong to 4 members of the NINO Detroit group!

Uploaded by [cbmr777](#) on 9 Sep '06, 6:16pm PDT.

### Compose your blog entry

Title:

Your Post:

Being a mom of a active toddler, wraps come in handy for those times I need to carry her but want my hands free. Thank goodness, there are a few other local moms who wear their babies, too!

Here is a photo of all our wraps put together. |

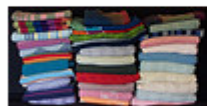
**POST ENTRY**

Or, [return to this photo's page.](#)

**Figure 37 Add an Image from Flickr – Compose Blog Entry**



**Your blog entry has been posted!**



[Visit your blog](#) to review the post. (If you want to change it, you'll need to do that via your blogging software.)

Or, [return to this photo's page.](#)

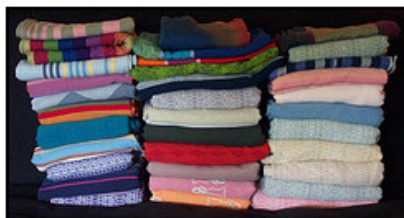
**Figure 38 Add an Image from Flickr – Blog Entry Posted**

## 06/10: Wrap Stash

Category: General | Posted by: testadmin

Being a mom of a active toddler, wraps come in handy for those times I need to carry her but want my hands free. Thank goodness, there are a few other local moms who wear their babies, too!

Here is a photo of all our wraps put together.



090906\_nino05\_stash  
Originally uploaded by cbmr777.

## 03/10: Using a WYSIWYG Editor

**Figure 39 Add an Image from Flickr – Posted Blog Entry**

Once you've set up your Nucleus Blog within Flickr, the next time you go to post a Flickr image, you will see a drop down list of your blogs. Select the one you wish to blog the photo to and proceed to compose your blog entry.

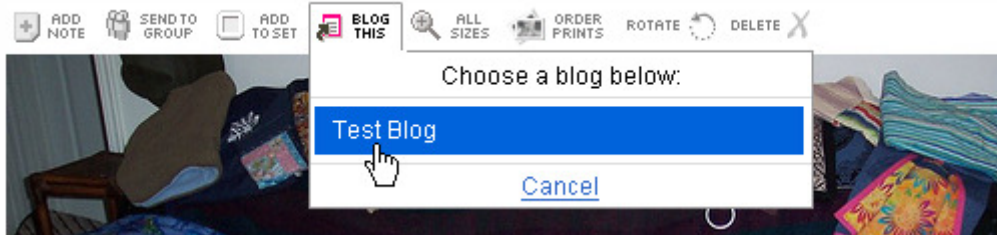


Figure 40 Add an Image from Flickr – Blog already set up

## Blog this photo



### 011806\_couch2

1-18-06 Dawn and my carrier stash, nice and neat

Uploaded by [cbmr777](#) on 18 Jan '06, 4:19pm PST.

## Compose your blog entry

Title:

Your Post:

**POST ENTRY**

Or, [return to this photo's page.](#)

Figure 41 Add an Image from Flickr – Compose Your Blog Entry

## With Image Manager

You have 2 options: uploading a remote image to your server or simply linking to an image that's on another server.

### Uploading A Remote Image

You'd go through the same steps as uploading an image from your computer, but you'd type in the URL to the file in the Remote Medialink textbox and click on **Upload**." Follow the remaining steps for adding an image outlined above.

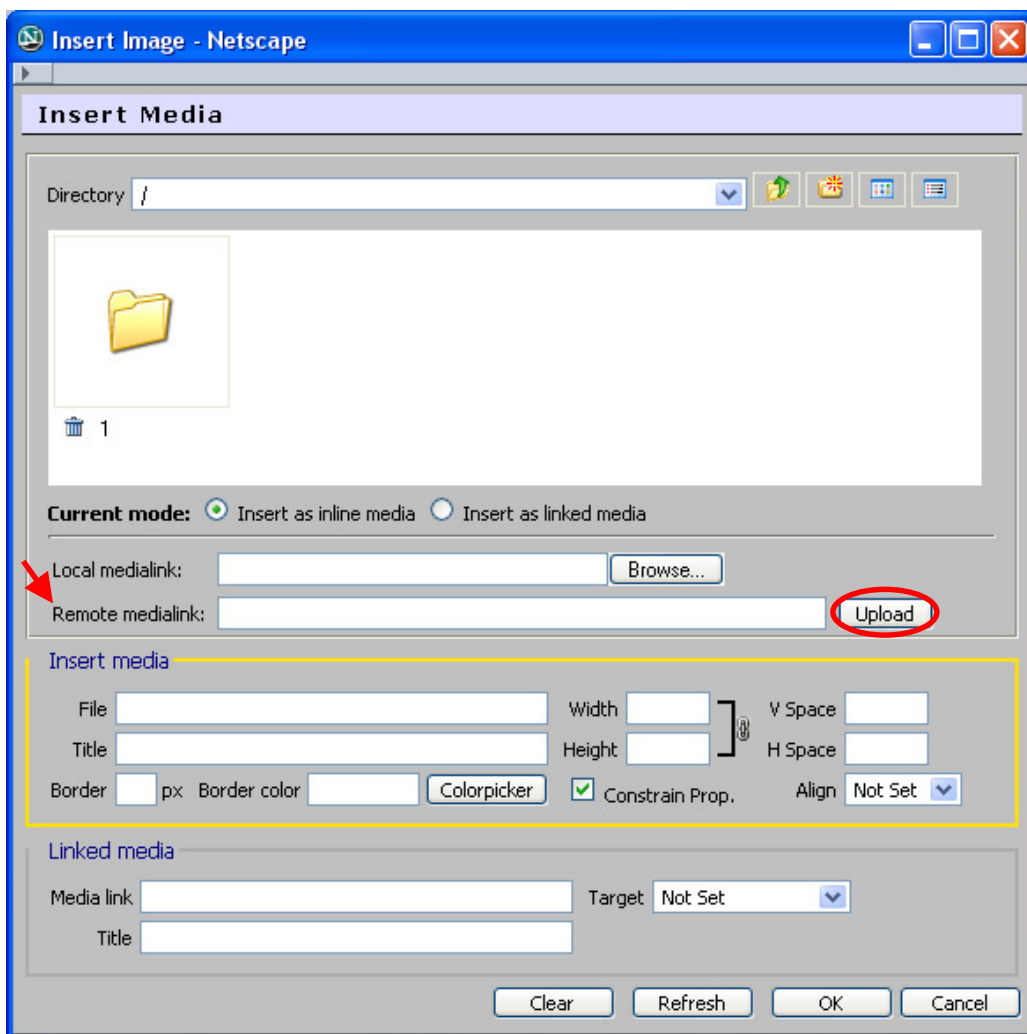


Figure 42 Add an Image with Image Manager – Remote Medialink Uploading

### Linking To A Remote Image Left On Another Server

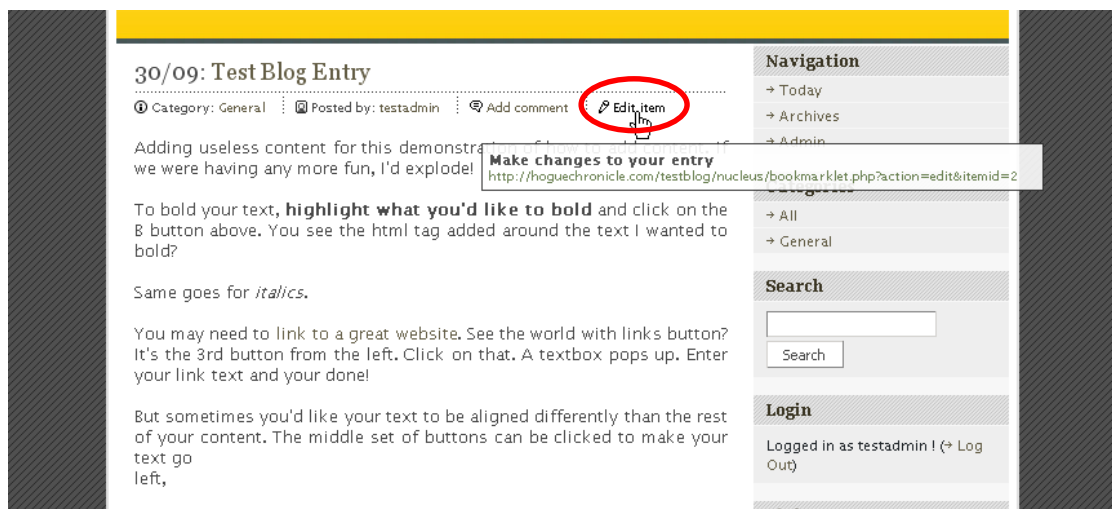
You will follow the same process as without a WYSIWYG Editor by adding your image code to the Source Code.

## EDIT AN ITEM

You may have to edit an existing item. There are a few ways to do this. Below are 2 common ways.

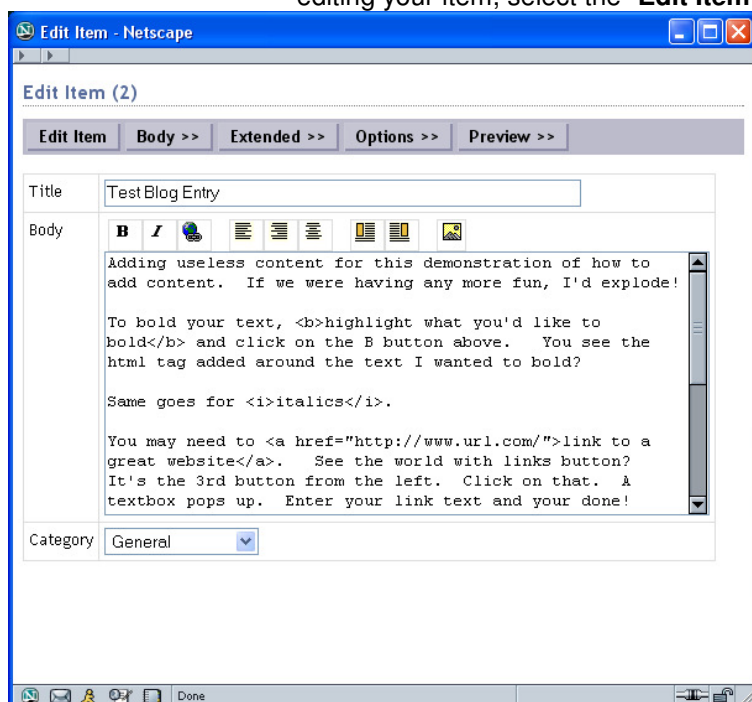
### *Through your website*

Depending on your setup, when logged in you may see an “Edit Item” link with your item posted on your website. You will not see this link if you are not logged into Nucleus now or if any visitor sees this. Click on “**Edit item.**”

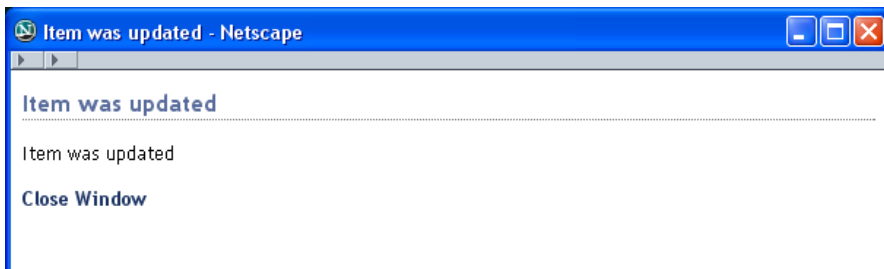


**Figure 43 Edit Item through Website**

A window will pop up to allow you to edit your item. You have several options. When finished editing your item, select the “**Edit Item**” button.



**Figure 44 Edit Item through Website – Body >>**



**Figure 45 Edit Item through Website – Updated Item**

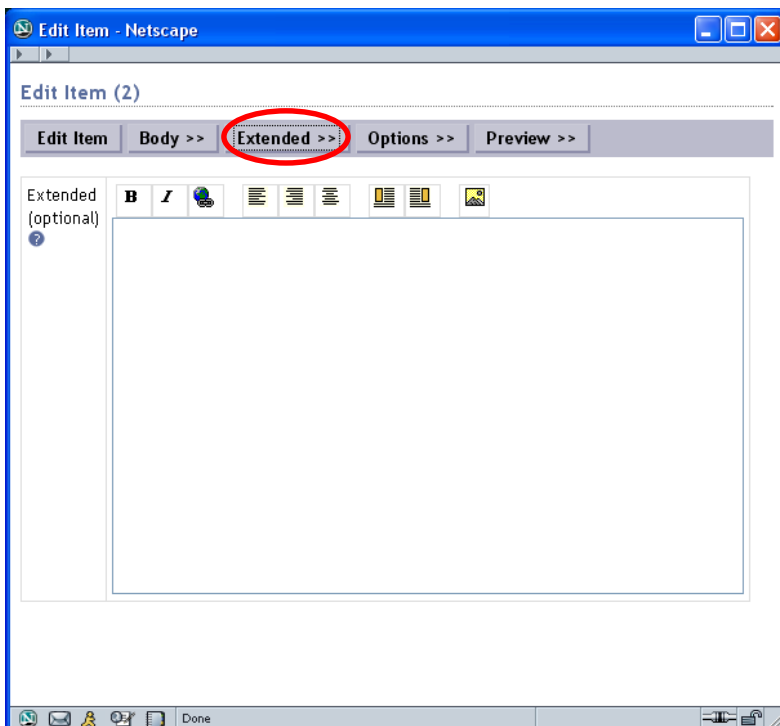
There are several options through this window.

Body >> shows you the content body window allowing you to edit your content there. (see figure 44)

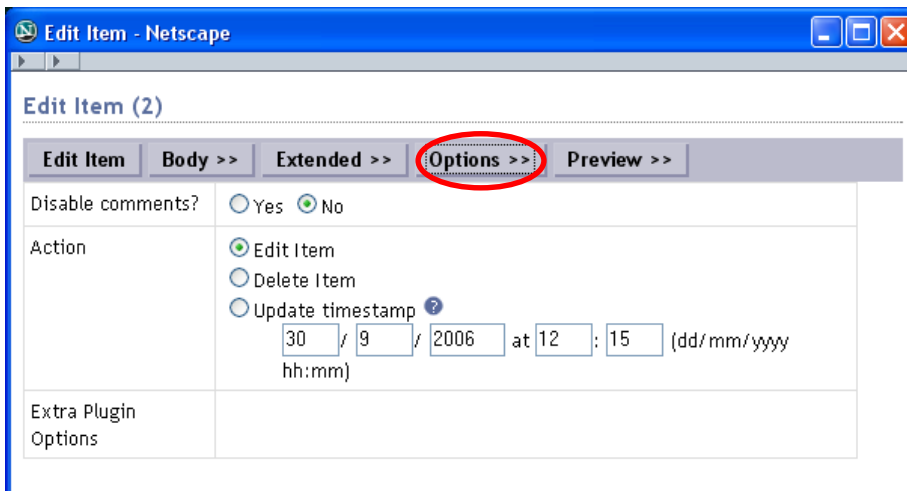
Extended >> If you've typed content in your extended portion, click this button will allow you to edit that content. (see figure 46)

Options >> Allows you to change the date time stamp on your item. (See figure 47)

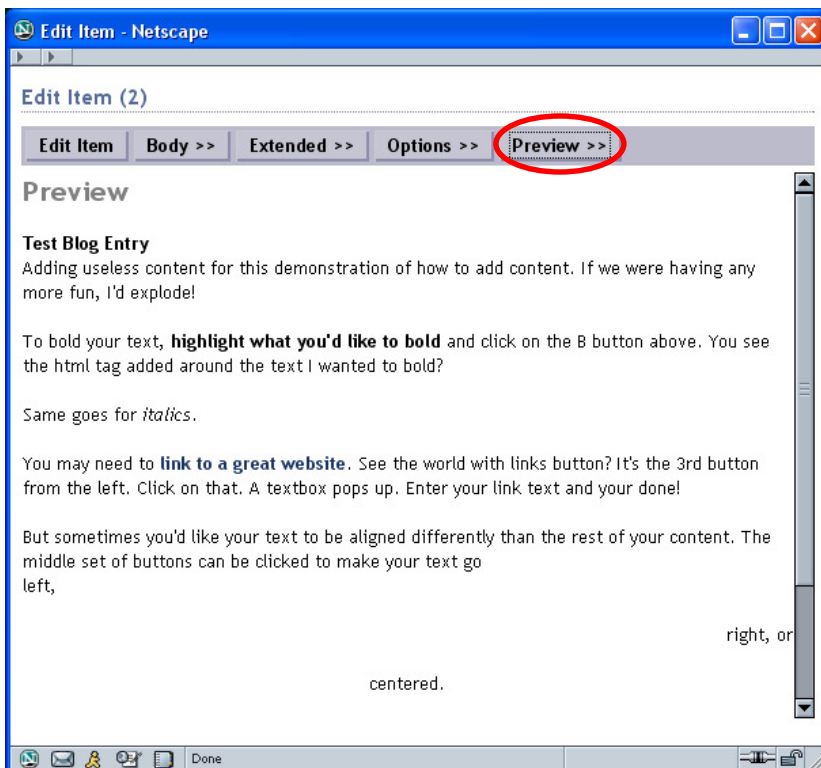
Preview >> Allows you to preview your changes before submitting them. (See figure 48)



**Figure 46 Edit Item through the Website – Extended >>**



**Figure 47 Edit Item through Website – Options >>**



**Figure 48 Edit Item through Website – Preview >>**

## Through Nucleus Admin Home

Find your item and select **"Edit."**

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

### Your weblogs

Name	Actions
Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

---

### Your drafts

No drafts

---

### Your settings

- ◆ [Edit Your Settings...](#)
- ◆ [Browse your items...](#)
- ◆ [Browse your comments...](#)

---

### Management

Figure 49 Edit Item through Admin Home

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

### Items for blog Test Blog

(Back to Admin Home)

Add new item...

<< Previous
10 items/page
> Change
> Search
Next >>

Info	Title and Text	Actions
blog: testblog cat: General author: testadmin date: 2006-09-30 time: 12:15	<input type="checkbox"/> <b>Test Blog Entry</b> Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode! To bold your text, highlight what you'd like to bold and click on the B button above. You see the html tag added around the text I wanted to bold? Same goes for italics. Y...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>
blog: testblog cat: General author: testadmin	<input type="checkbox"/> <b>Welcome to Nucleus CMS v3.22</b> This is the first post on your Nucleus CMS. Nucleus offers you the building blocks you need to create a web presence. Whether you want to create a personal blog, a family page, or an online business site, Nucleus CMS can help you achieve your goals. We've loaded this first post with the...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>

Figure 50 Edit Item through Admin Home – Select Item



Edit your item as needed. Change your date time stamp as desired and if needed. Click on “**Edit Item**” when finished.















- Home
- Add Item
- select ▾
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

### Edit Item

Original author	testadmin
Title	<input type="text" value="Test Blog Entry"/>
Body	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>B</b> <i>I</i>  </div> <div>    </div> <div>    </div> </div> <p>Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode!</p> <p>To bold your text, &lt;b&gt;highlight what you'd like to bold&lt;/b&gt; and click on the B button above. You see the html tag added around the text I wanted to bold?</p> <p>Same goes for &lt;i&gt;italics&lt;/i&gt;.</p> <p>You may need to &lt;a href="http://www.url.com/"&gt;link to a great website&lt;/a&gt;. See the world with links button? It's the 3rd button from the left. Click on that. A textbox pops up. Enter your link text and your done!</p> <p>But sometimes you'd like your text to be aligned differently than the rest of your content. The middle set of buttons can be clicked to make your text go</p> <pre>&lt;div style="text-align: left"&gt;left,&lt;/div&gt;</pre> <pre>&lt;div style="text-align: right"&gt;right, or &lt;/div&gt;</pre> <pre>&lt;div style="text-align: center"&gt;centered.&lt;/div&gt;</pre> <p>I'll go over adding images next...</p> </div>
Disable comments?	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>(note: disabling comments will _not_ hide previously added comments)</small>
Category	<input type="text" value="General"/> ▾
Edit Item	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="button" value="Edit Item"/>  <input checked="" type="radio"/> <b>Edit Item</b>  <input type="radio"/> Update timestamp <small>?</small>  <div style="display: flex; align-items: center;"> <input type="text" value="30"/> / <input type="text" value="9"/> / <input type="text" value="2006"/> at <input type="text" value="12"/> : <input type="text" value="15"/> <small>(dd/mm/yyyy hh:mm)</small> </div> <input type="radio"/> Delete Item         </div> </div>
Extra Plugin Options	
<b>Extended (optional)</b>	
Extended (optional) <small>?</small>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>B</b> <i>I</i>  </div> <div>    </div> <div>    </div> </div> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div>

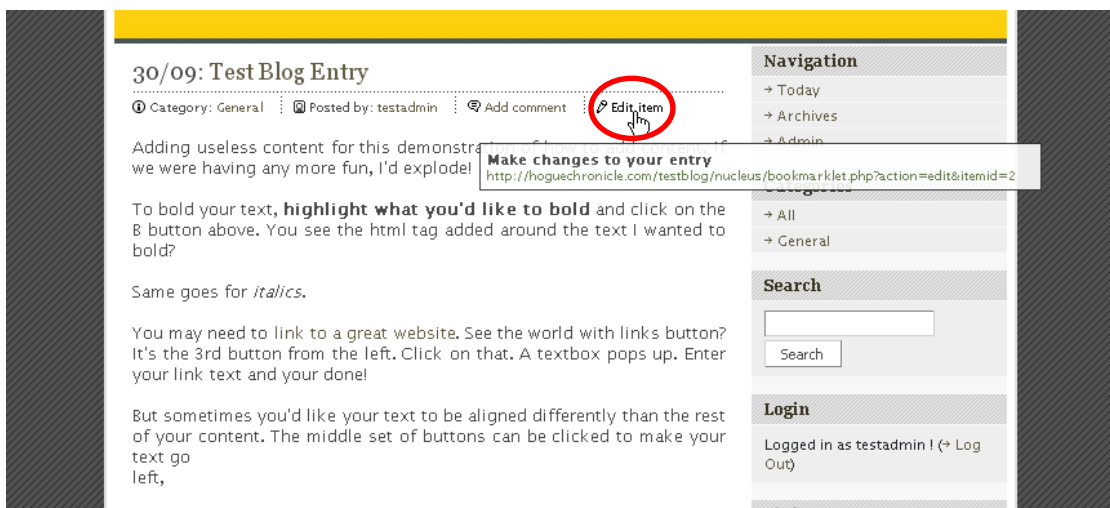
**Figure 51 Edit Item through Nucleus – Edit Item**

## DELETE AN ITEM

As with Adding and editing your items, there are several ways to delete them, too. Here are three ways:

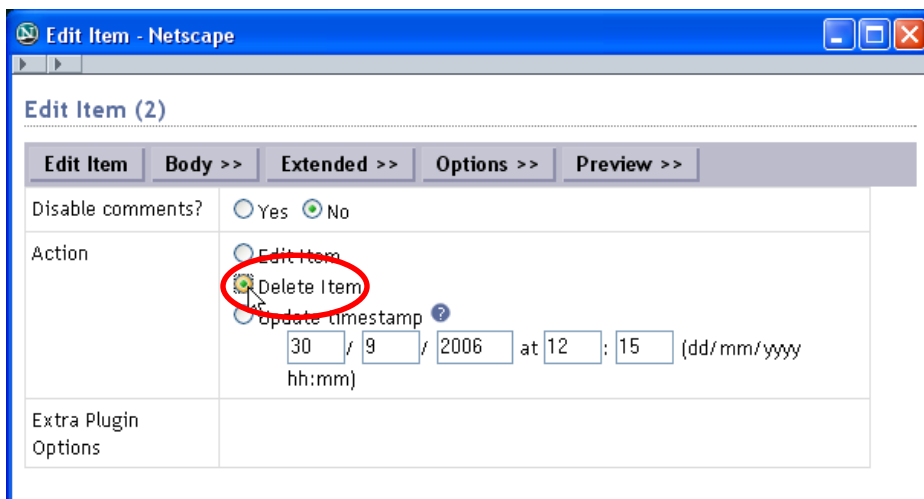
### *Through your website*

Depending on your setup, when logged in you may see an “Edit Item” link with your item posted on your website. You will not see this link if you are not logged into Nucleus now will any visitor see this. Click on “**Edit item.**”



**Figure 52 Delete Item through Website**

Click on the “**Options >>**” button. Select Delete Item and Click on the “**Edit Item**” button. You’ll be asked to confirm your deletion. After doing so, the item is deleted.



**Figure 53 Delete Item through Website – Select Delete Item Action**

## Through Admin Home

Select **"Edit/Delete Items"** in the blog your item is located.

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

### Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - [Your site](#)  
 (Nucleus CMS v3.23)

---

**Your weblogs**

Name	Actions
Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

**Your drafts**

No drafts

**Your settings**

- ◆ [Edit Your Settings...](#)
- ◆ [Browse your items...](#)
- ◆ [Browse your comments...](#)

**Management**

- ◆ [Nucleus management...](#)

**Log Out**

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

Nucleus CMS © 2002-2005 The Nucleus Group - [Donate!](#)

Figure 54 Delete Item through Admin Home

Find the item you wish to delete. Select **"Delete."**

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export

### Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - [Your site](#)  
 (Nucleus CMS v3.23)

---

(Back to Admin Home)

**Items for blog Test Blog**

Add new item...

<< Previous
10 items/page
> Change
> Search
Next >>

Info	Title and Text	Actions
blog: testblog cat: General author: testadmin date: 2006-09-30 time: 12:15	<input type="checkbox"/> <b>Test Blog Entry</b> ** I edited this blog entry ** Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode! To bold your text, highlight what you'd like to bold and click on the B button above. You see the html tag added around the text I wanted to bo...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>
blog: testblog cat: General author: testadmin	<input type="checkbox"/> <b>Welcome to Nucleus CMS v3.22</b> This is the first post on your Nucleus CMS. Nucleus offers you the building blocks you need to create a web presence. Whether you want to create a personal blog, a family page, or an online business site, Nucleus CMS can help you achieve your goals. We've loaded this	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>

Figure 55 Delete Item through Admin Home – Select Item to Delete

Confirm the deletion by clicking on the **"Confirm Deletion"** button.

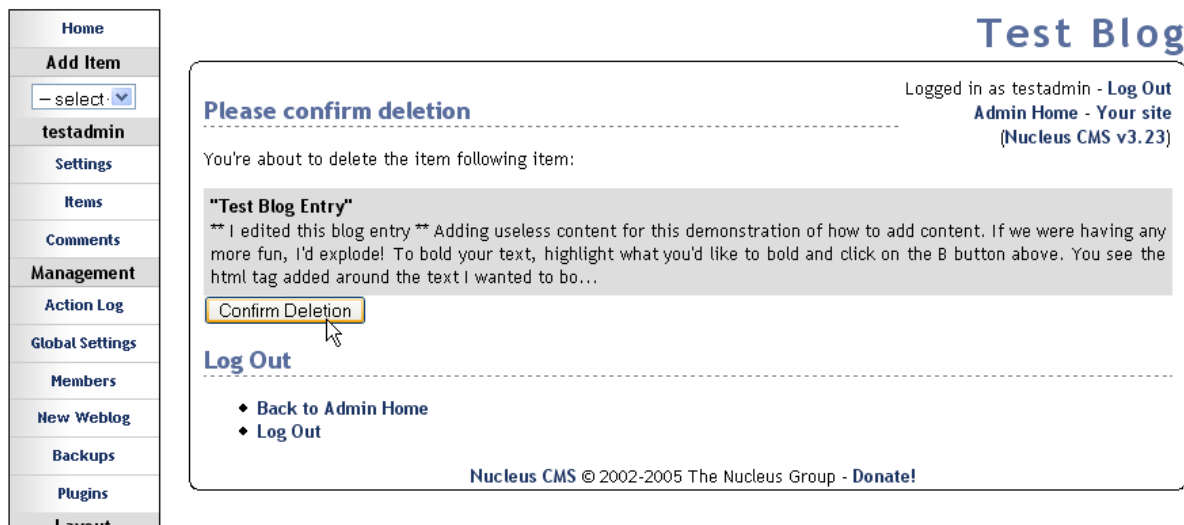


Figure 56 Delete Item through Admin Home – Confirm Deletion

## Through the Edit Item screen

Click on an item to edit. Select **"Delete Item."** Click on **"Edit Item."** You'll be asked to confirm the deletion as before (see figure 56).

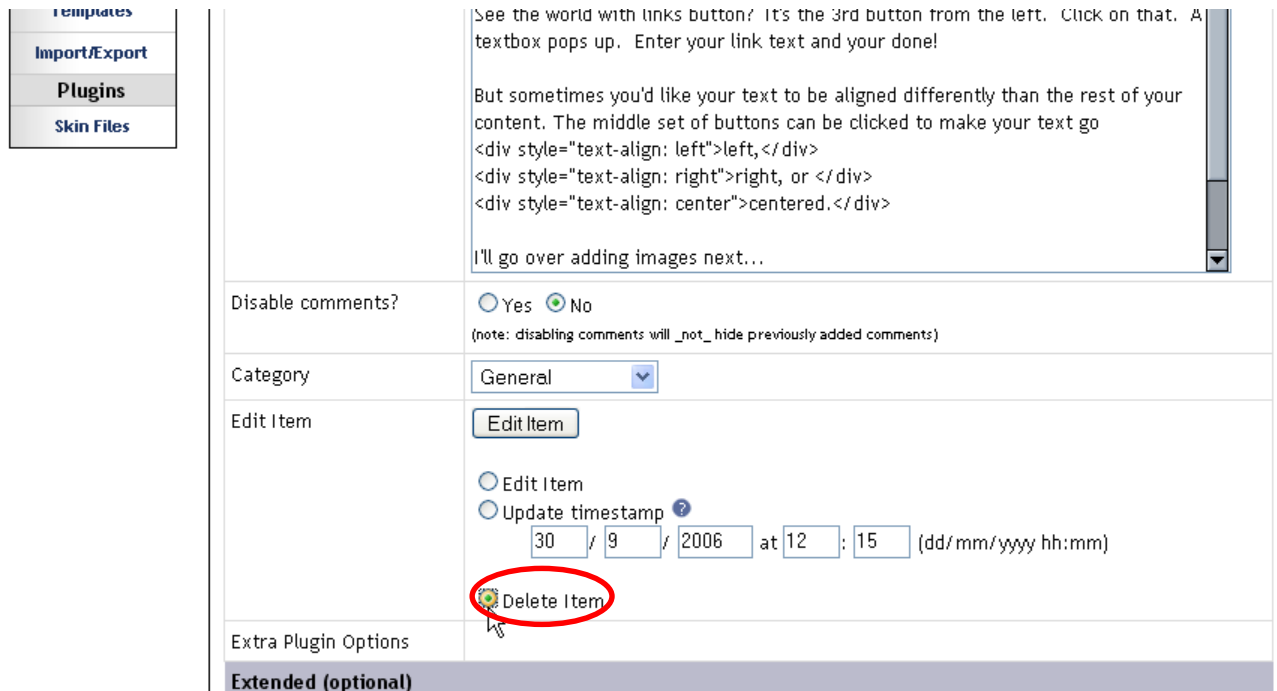
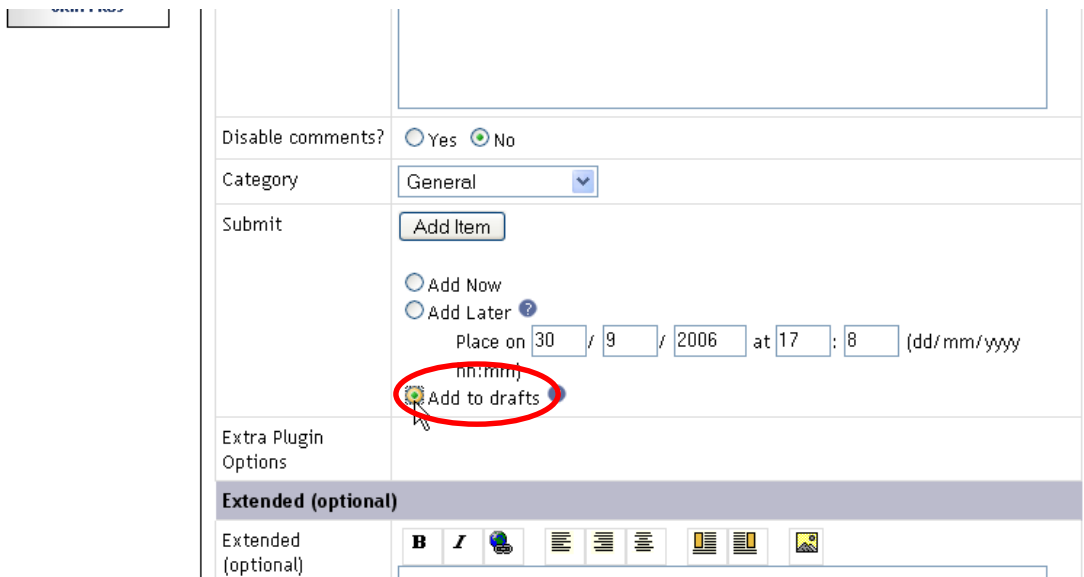


Figure 57 Delete Item through Edit Item Window – Delete Item

## DRAFT ITEMS

Sometimes you may start composing an item but need to finish at a later time. You can do this by selecting “**Add to Drafts**” and then “**Add Item.**”



Disable comments? ☐ Yes ☒ No  
 Category: General  
 Submit: Add Item  
☐ Add Now  
☐ Add Later ?  
 Place on 30 / 9 / 2006 at 17 : 8 (dd/mm/yyyy  
 hh:mm)  
Add to drafts  
 Extra Plugin Options  
**Extended (optional)**  
 Extended (optional) B I

**Figure 58 Add to Drafts**

You will find your drafts on the Administration Home page for future editing.

- Home
- Add Item
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Test Blog

Logged in as testadmin - [Log Out](#)  
**Admin Home - Your site**  
 (Nucleus CMS v3.23)

### Your weblogs

Name	Actions
Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

### Your drafts

Blog	Title	Actions
testblog	Writing for later	<a href="#">Edit</a> <a href="#">Delete</a>

### Your settings

- Edit Your Settings...
- Browse your items...
- Browse your comments...

### Management

- Nucleus management...

### Log Out

- Back to Admin Home
- Log Out

**Figure 59 Add to Drafts – Your Drafts on the Admin Home page**

## MOVE ITEMS

Sometimes you may need to move items to a different blog and/or category. The following will demonstrate moving an item to a new category.

Find the item you wish to move and select **“Move.”**

- Home
- Add Item
- select —
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins

## Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
 (Nucleus CMS v3.23)

([Back to Admin Home](#))

### Items for blog Test Blog

Add new item...

<< Previous
10 items/page
> Change
> Search
Next >>

Info	Title and Text	Actions
blog: testblog cat: Website Changes author: testadmin date: 2006-09-30 time: 13:13	<input type="checkbox"/> <b>Test Blog Entry</b> Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode! To bold your text, highlight what you'd like to bold and click on the B button above. You see the html tag added around the text I wanted to bold? Same goes for italics. ...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>
blog: testblog	<input type="checkbox"/> <b>Welcome to Nucleus CMS v3.22</b>	<a href="#">Edit</a>

Figure 60 Move an Item

Select which category and/or blog you wish to move your post to and click on **“Move Item.”**

- Home
- Add Item
- select —
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log

## Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
 (Nucleus CMS v3.23)

### Move to which blog?

Website Changes
 

New Category...  
 General  
 Website Changes

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

Figure 61 Move an Item – Select which Blog?

## BATCH MOVE AND DELETION OF ITEMS

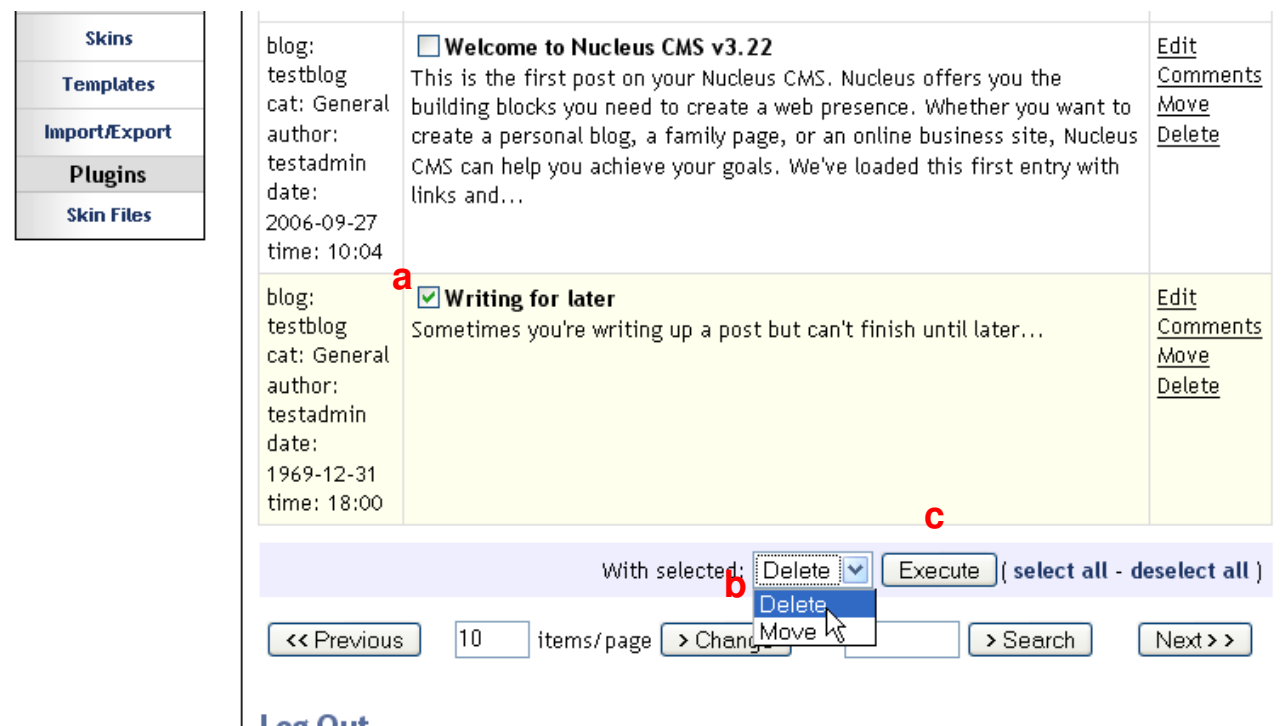


Figure 62 Batch Move/Delete Items

### Batch Move Items

Select the items you wish to move by checking the boxes beside their titles (a). Then select "Move" (b) and click on the **"Execute"** button (c) in figure 62.

You will then be asked to which blog/category you wish to do this batch move of items. Click

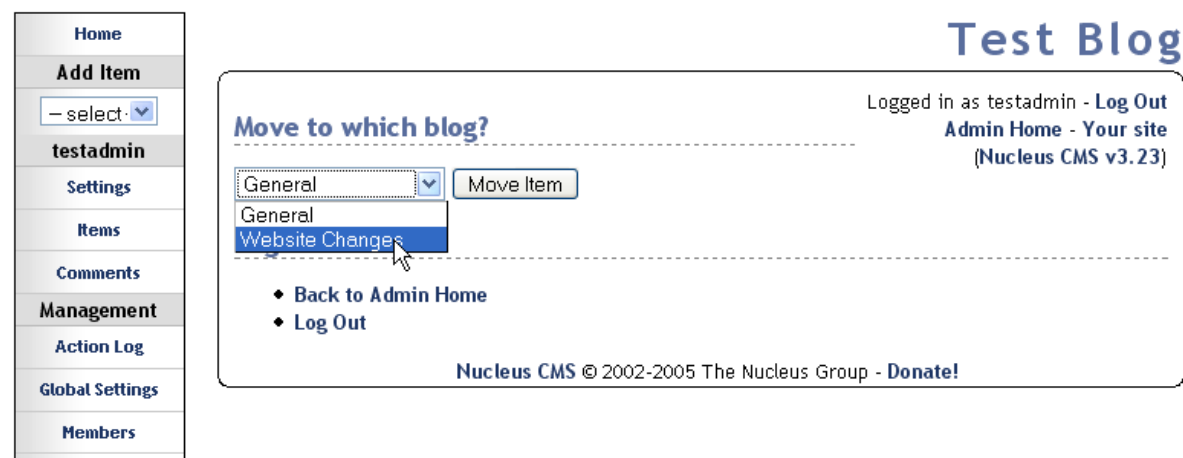


Figure 63 Batch Move/Delete Items – Move Items

You will receive confirmation upon move of items.

Home

Add Item

— select ▾

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Test Blog

(Back to Admin Home)

Logged in as testadmin - [Log Out](#)

[Admin Home](#) - [Your site](#)

(Nucleus CMS v3.23)

Batch operation on items

Executing **move**

- ♦ Executing **move** on item 1...**Success!**
- ♦ Executing **move** on item 4...**Success!**

Done!

Log Out

- ♦ [Back to Admin Home](#)
- ♦ [Log Out](#)

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Figure 64 Batch Move/Delete Items – Move Success

## Batch Delete Items

Select the items you wish to move by checking the boxes beside their titles (a). Then select “Delete” (b) and click on the “**Execute**” button (c) in figure 62.

You will then be asked to confirm your batch deletion. You will see a confirmation screen that it was done.

Home

Add Item

— select ▾

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

Test Blog

Logged in as testadmin - [Log Out](#)

[Admin Home](#) - [Your site](#)

(Nucleus CMS v3.23)

Confirm Batch Deletion

Confirm Batch Deletion

Log Out

- ♦ [Back to Admin Home](#)
- ♦ [Log Out](#)

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Figure 65 Batch Move/Delete Item – Confirm Deletion

Home

Add Item

— select ▾

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Test Blog

(Back to Admin Home)

Logged in as testadmin - [Log Out](#)

[Admin Home](#) - [Your site](#)

(Nucleus CMS v3.23)

Batch operation on items

Executing **delete**

- ♦ Executing **delete** on item 4...**Success!**

Done!

Log Out

- ♦ [Back to Admin Home](#)
- ♦ [Log Out](#)

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Figure 66 Batch Move/Delete Items – Delete Success



## ADD, RENAME, AND DELETE CATEGORIES

Categories allow you to organize your blog content into specific topics. This makes it easier for our visitor to read only that which interests them. Your default Category from a fresh Nucleus install is "GENERAL." You have the option of changing your default category as well as creating, renaming, and deleting categories.

### Add a New Category

There are a couple of ways to add a new category. In the first way demonstrated, you may add them as you post blog content by selecting "**New Category**" from the drop down menu. Once you are done adding information to your post item, select "**Edit Item**."

	<p>content. The middle set of buttons can be clicked to make your text go</p> <p>&lt;div style="text-align: left"&gt;left,&lt;/div&gt;</p> <p>&lt;div style="text-align: right"&gt;right, or&lt;/div&gt;</p>
Disable comments?	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>(note: disabling comments will _not_ hide previously added comments)</small>
Category	<div>General</div>
Edit Item	<div> <div>General</div> <div>New Category...</div> </div>

**Figure 67 Add a New Category in Adding a New Item Screen**

	<p>textbox pops up. Enter your link text and your done!</p> <p>But sometimes you'd like your text to be aligned differently than the rest of your content. The middle set of buttons can be clicked to make your text go</p> <p>&lt;div style="text-align: left"&gt;left,&lt;/div&gt;</p> <p>&lt;div style="text-align: right"&gt;right, or&lt;/div&gt;</p>
ents?	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>(note: disabling comments will _not_ hide previously added comments)</small>
	<div>New Category...</div>
	<div>Edit Item</div>
	<input checked="" type="radio"/> Edit Item

**Figure 68 Add a New Category – Edit Item**

The next screen allows you to type in an appropriate name for your new category as well as a description of the category. Select **“Update Category”** when you are finished.

- Home
- Add Item
- select —
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

### Update Category 'newcat1'

**Update Category**

Category Name	<input type="text" value="newcat1"/>
Category Description	<input type="text" value="New category"/>

**Update Category**

Update Category	<input type="button" value="Update Category"/>
-----------------	--

---

### Log Out

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 69 Add a New Category – Update Category**

Another way to add a new category is through Blog Settings.

- Home
- Add Item
- select —
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

## Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

### Your weblogs

Name	Actions
Test Blog	<div style="display: flex; gap: 5px;"> <input type="button" value="Add Item"/> <input type="button" value="Edit/Delete Items"/> <input type="button" value="Comments"/> <input type="button" value="Bookmarklet"/> <input style="border: 2px solid red;" type="button" value="Settings"/> <input type="button" value="Bans"/> <input type="button" value="Delete All"/> </div>

---

### Your drafts

No drafts

---

### Your settings

- ◆ [Edit Your Settings...](#)
- ◆ [Browse your items...](#)
- ◆ [Browse your comments...](#)

---

### Management

- ◆ [Nucleus management...](#)

---

### Log Out

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 70 Add a New Category – Blog Settings**

Once on the Blog Settings screen, scroll down until you find “Create New Category.” Enter your new category's name and description and click on “**Create New Category.**”

**Change Settings**

Change Settings

Categories

Name	Description	Actions	
<input type="checkbox"/> General	Items that do not fit in other categories	<a href="#">Delete</a>	<a href="#">Edit</a>
<input type="checkbox"/> Website News	News concerning the website to includes updates, etc.	<a href="#">Delete</a>	<a href="#">Edit</a>

With selected:   ( [select all](#) - [deselect all](#) )

**Create New Category**

Category Name	<input type="text" value="Family Fun"/>
Category Description	<input type="text" value="Blog postings of family fun"/>
Create New Category	<input type="button" value="Create New Category"/>

Extra Plugin Settings

**Log Out**

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 71 Add a New Category through Blog Settings**

## Rename a Category

This is done through your Blog Settings screen. Scroll down until you see “Categories“. Click “**Edit**” beside the category you wish to rename.

Categories

Name	Description	Actions
<input type="checkbox"/> Family Fun	Blog postings of family fun	<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> General	Items that do not fit in other categories	<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> Website News	News concerning the website to includes updates, etc.	<a href="#">Delete</a> <a href="#">Edit</a>

With selected: Delete Execute ( [select all](#) - [deselect all](#) )

**Create New Category**

Category Name	<input style="width: 90%;" type="text"/>
Category Description	<input style="width: 90%;" type="text"/>
Create New Category	<span style="border: 1px solid #ccc; padding: 2px 10px;">Create New Category</span>

Extra Plugin Settings

**Figure 72 Rename a Category**

Edit your category information and click on “**Update Category**” when done.

Home

Add Item

- select -

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Plugins

Layout

Skins

Templates

Import/Export

Plugins

Skin Files

Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

**Update Category 'Website News'**

**Update Category**

Category Name	<input style="width: 90%;" type="text" value="Website Changes"/>
Category Description	<input style="width: 90%;" type="text" value="Changes to the Website"/>

**Update Category**

Update Category	<span style="border: 1px solid #ccc; padding: 2px 10px;">Update Category</span>
-----------------	---

**Log Out**

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

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**Figure 73 Rename a Category – Update Category**

## Delete a Category

Deleting a category is also done through Blog Settings. Scroll down until you see “Categories”. Click **“Delete”** beside the category you wish to remove.

Categories

Name	Description	Actions
<input type="checkbox"/> Family Fun	Blog postings of family fun	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Delete</span> <a href="#">Edit</a>
<input type="checkbox"/> General	Items that do not fit in other categories	<a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> Website Changes	Changes to the Website	<a href="#">Delete</a> <a href="#">Edit</a>

With selected: Delete Execute ( [select all](#) - [deselect all](#) )

**Create New Category**

Category Name

Category Description

Create New Category

Extra Plugin Settings

**Figure 74 Delete a Category – Blog Settings**

Confirm that you wish to delete this category by clicking on the **“Confirm Deletion”** button.

Home

Add Item

- select -

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

Please confirm deletion

---

You're about to delete the category **Family Fun**

**Confirm Deletion**

Log Out

---

- ◆ [Back to Admin Home](#)
- ◆ [Log Out](#)

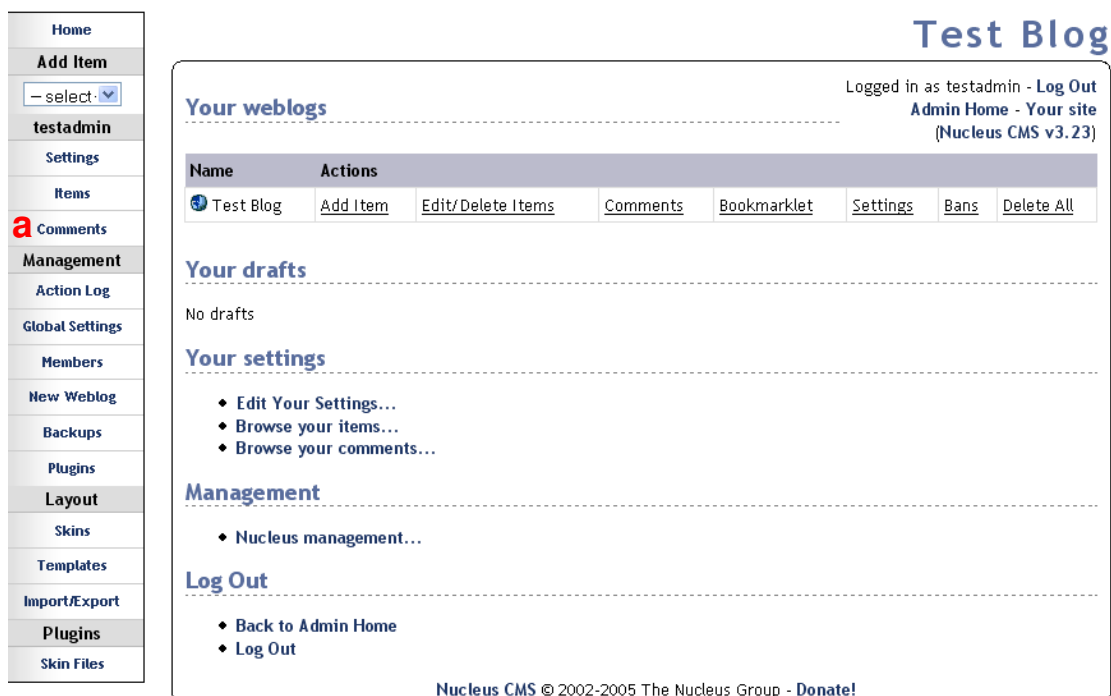
Nucleus CMS © 2002-2005 The Nucleus Group - [Donate!](#)

**Figure 75 Delete a Category – Confirm Deletion**

## MANAGE VISITOR COMMENTS

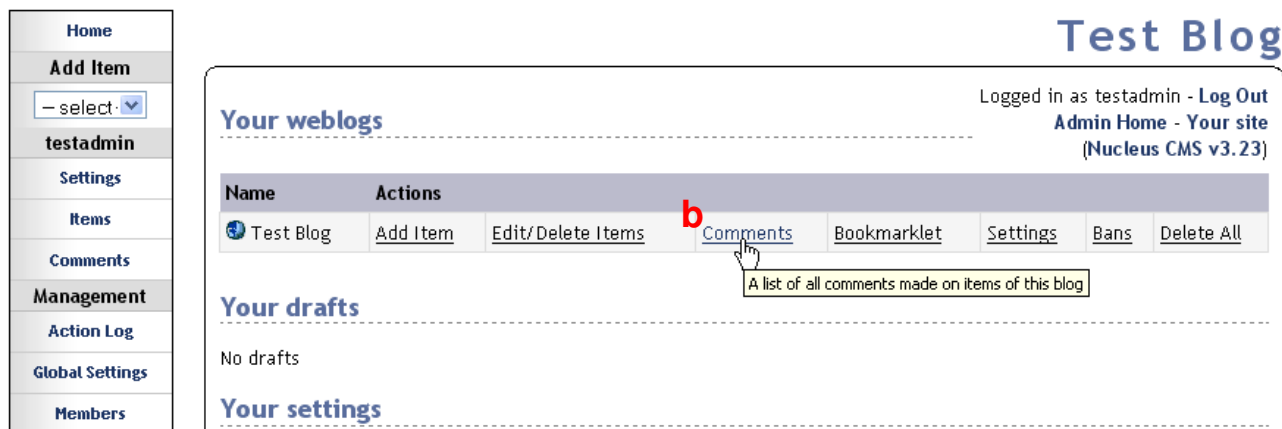
There are a few ways you can view the comments left by visitors to your Nucleus website:

- Through the Admin Home side menu (a)
- Through your specific blog's menu (b)
- Through your individual items posted (c)



The screenshot shows the Nucleus CMS Admin Home interface. On the left is a vertical side menu with links: Home, Add Item, a dropdown menu (select), testadmin, Settings, Items, **Comments** (highlighted with a red 'a'), Management, Action Log, Global Settings, Members, New Weblog, Backups, Plugins, Layout, Skins, Templates, Import/Export, Plugins, and Skin Files. The main content area is titled 'Test Blog' and shows the user is logged in as 'testadmin'. It contains sections for 'Your weblogs' (listing 'Test Blog' with actions like Add Item, Edit/Delete Items, Comments, Bookmarklet, Settings, Bans, and Delete All), 'Your drafts' (No drafts), 'Your settings' (Edit Your Settings..., Browse your items..., Browse your comments...), 'Management' (Nucleus management...), and 'Log Out' (Back to Admin Home, Log Out). The footer mentions 'Nucleus CMS © 2002-2005 The Nucleus Group - Donate!'.

Figure 76 Manage Comments – Admin Home



The screenshot shows the Nucleus CMS specific blog interface. On the left is a vertical side menu with links: Home, Add Item, a dropdown menu (select), testadmin, Settings, Items, **Comments** (highlighted with a red 'b'), Management, Action Log, Global Settings, and Members. The main content area is titled 'Test Blog' and shows the user is logged in as 'testadmin'. It contains sections for 'Your weblogs' (listing 'Test Blog' with actions like Add Item, Edit/Delete Items, Comments, Bookmarklet, Settings, Bans, and Delete All), 'Your drafts' (No drafts), and 'Your settings'. A tooltip points to the 'Comments' link, stating 'A list of all comments made on items of this blog'. The footer mentions 'Nucleus CMS © 2002-2005 The Nucleus Group - Donate!'.

Figure 77 Manage Comments – Specific Blog

- Home
- Add Item
- select ▾
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export

## Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

(Back to Admin Home)

### Items for blog Test Blog

Add new item...

<< Previous
10 items/page
> Change
> Search
Next >>

Info	Title and Text	Actions
blog: testblog cat: General author: testadmin date: 2006-09-30 time: 12:15	<input type="checkbox"/> <b>Test Blog Entry</b> Adding useless content for this demonstration of how to add content. If we were having any more fun, I'd explode! To bold your text, highlight what you'd like to bold and click on the B button above. You see the html tag added around the text I wanted to bold? Same goes for italics. Y...	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>
blog: testblog cat: General author: testadmin	<input type="checkbox"/> <b>Welcome to Nucleus CMS v3.22</b> This is the first post on your Nucleus CMS. Nucleus offers you the building blocks you need to create a web presence. Whether you want to create a personal blog, a family page, or an online business site, Nucleus CMS can help you achieve your goals. We've loaded this first entry with HTML and	<a href="#">Edit</a> <a href="#">Comments</a> <a href="#">Move</a> <a href="#">Delete</a>

Figure 78 Manage Comments – Specific Blog Item

When managing your comments, you can edit them (a), delete them (b) or ban the IP (c) of the visitor making inappropriate comments, if needed.

(Back to Admin Home)

### All Comments for blog Test Blog

## Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

<< Previous
10 items/page
> Change
> Search
Next >>

Information	Comment	Actions		
2006-09-30@16:26 testadmin (member)	<input type="checkbox"/> nasty comment here	<a href="#">Edit</a> <b>a</b>	<a href="#">Delete</a> <b>b</b>	<a href="#">Ban IP</a> <b>c</b>
2006-09-30@16:26 testadmin (member)	<input type="checkbox"/> Blah blah blah blah	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Ban IP</a>

With selected: Delete ▾ Execute ( [select all](#) - [deselect all](#) )

<< Previous
10 items/page
> Change
> Search
Next >>

Figure 79 Manage Comments – All Comments

## Edit Comments

Select the comment you wish to edit. The next screen shows you the comment and allows you to edit it as necessary. Select **"Edit Comment"** when finished.

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

### Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

#### Edit Comments

Author	testadmin (member)
When?	2006-09-30 @ 16:26
From Where?	c-68-61-82-59.hsd1.mi.comcast.net
Text	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">           Blah blah blah blah         </div>
Edit Comment	<input type="button" value="Edit Comment"/>

---

[Log Out](#)

Figure 80 Edit a Comment

## Delete Comments

Select the comment you wish to delete. The next screen asks for confirmation. Select **"Confirm Deletion"** when finished.

- Home
- Add Item
- 
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout

### Test Blog

Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

---

#### Please confirm deletion

You're about to delete the following comment:

**Author:** testadmin

**Text:** nasty comment here

---

[Log Out](#)

- ◆ Back to Admin Home
- ◆ Log Out

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Figure 81 Delete a Comment



## Ban an IP

Why would you need to ban an IP? If you have a visitor who routinely adds inappropriate comments or is trying to spam through your comments, you can protect your website from this IP address that the visitor is coming from.

Select the comment you wish to ban. The next screen shows you the IP and allows you to complete information as needed. Select **"Add Ban"** when finished.

Home

Add Item

— select —

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Plugins

Layout

Skins

Templates

Import/Export

Plugins

Skin Files

Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
(Nucleus CMS v3.23)

Add Ban

IP Range

Choose the IP range you want to block below. The less numbers in it, the more addresses will be blocked.

An example: "134.58.253.193" will only block one computer, while "134.58.253" will block 256 IP addresses, including the one from the first example.

☒ 68.61.82.59

☐ Custom:

Which blogs?

You can either select to ban the IP on one blog only, or you can select to block the IP on all blogs where you have administrator privileges. Make your choice below.

☐ 'Test Blog'

☒ All blogs to which you have admin privileges.

Reason

You can provide a reason for the ban, which will be displayed when the IP holder tries to add another comment or tries to cast a karma vote. Maximum length is 256 characters.

Add Ban

Add Ban

Log Out

◆ Back to Admin Home

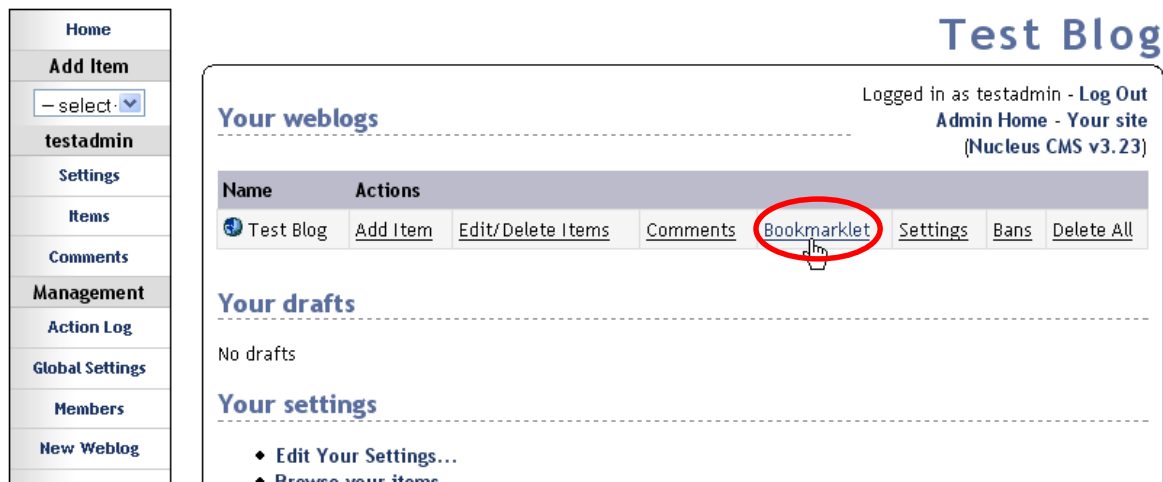
◆ Log Out

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Figure 82 Ban an IP

## BOOKMARKLETS

Bookmarklets allow you to post a link or selected information from any Internet website to your blog using a toolbar on your browser. Simply follow the directions given once you have clicked on **“Bookmarklet”** from the blog you wish to post to.



The screenshot displays the Nucleus CMS Admin Home interface. On the left is a vertical sidebar with navigation links: Home, Add Item, a dropdown menu (currently showing '- select'), testadmin, Settings, Items, Comments, Management, Action Log, Global Settings, Members, and New Weblog. The main content area is titled 'Test Blog' and shows the user is logged in as 'testadmin' with a 'Log Out' link. Below this, the 'Your weblogs' section contains a table with the following structure:

Name	Actions
 Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

The 'Bookmarklet' link in the 'Actions' column for 'Test Blog' is circled in red, with a mouse cursor pointing at it. Below the 'Your weblogs' section, the 'Your drafts' section shows 'No drafts'. The 'Your settings' section contains two links: 'Edit Your Settings...' and 'Browse your items'.

Figure 83 Admin Home – Selecting Bookmarklet

## BLOG SETTINGS

You may change your blog settings by clicking on “Settings” for you’re the specific blog.

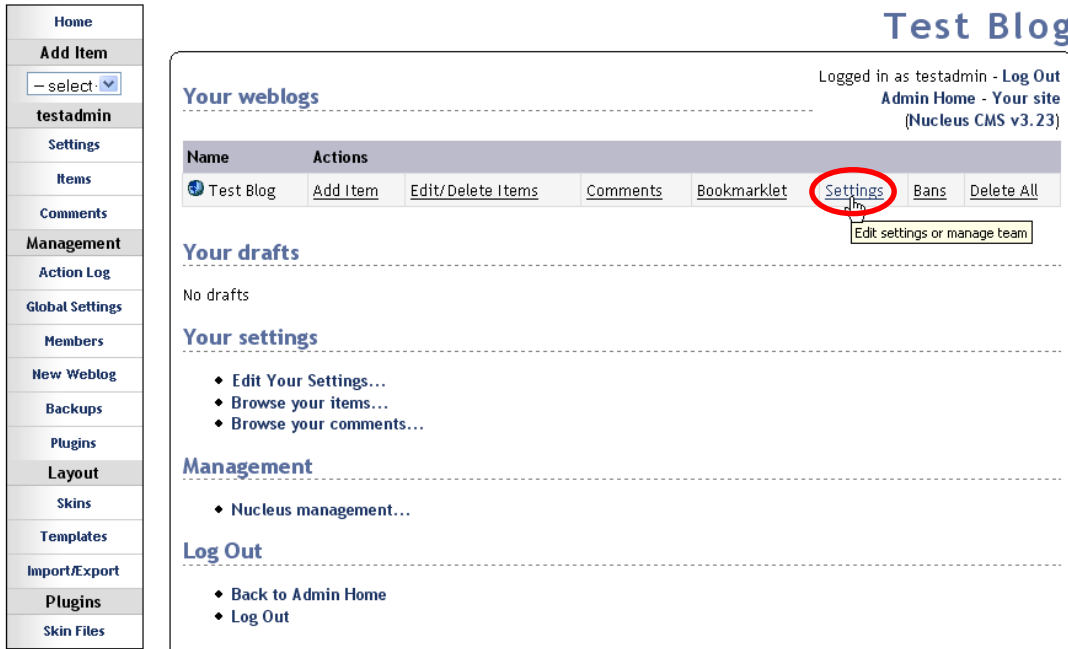


Figure 84 Admin Home – Blog Settings

Figure 85 shows the different options available in Blog Settings.

You may add, edit, or delete team members from your blog (a).

You may change the Title, description, and other features of your blog (b). Of particular note, you may enable or disable comments from visitors, allow posting to the past, and opt for being notified on new comments and such.

You may add, edit, or delete categories in Blog Settings (c).

If you have certain plugins, these may show as well (d).

## Test Blog

Home
Add Item
<input type="text" value="-select-"/>
testadmin
Settings
Items
Comments
Management
Action Log
Global Settings
Members
New Weblog
Backups
Plugins
Layout
Skins
Templates
Import/Export
Plugins
Skin Files

(Back to Admin Home)

Logged in as testadmin - [Log Out](#)

[Admin Home](#) - [Your site](#)  
(Nucleus CMS v3.23)

### Edit Blog Settings: 'Test Blog'

#### a Edit Team

Members currently on your team: testadmin (Test Admin)

[Click here to edit your team...](#)

#### b Blog settings

Blog Name	<input type="text" value="Test Blog"/>
Short Blog Name <sup>?</sup> (should only contain a-z and no spaces)	<input type="text" value="testblog"/>
Blog Description	<input type="text"/>
URL	<input type="text" value="http://hoguechronicle.com/testblog/"/>
Default Skin <sup>?</sup>	<input type="text" value="default"/>
Convert line breaks <sup>?</sup>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow posting to the past <sup>?</sup>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments enabled? (Disabling comments means that adding comments is not possible.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow comments by non-members?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notify Address(es) (use ; as separator) <sup>?</sup>	<input type="text"/>
Notify on	<input type="checkbox"/> New comments <input type="checkbox"/> New karma votes <input type="checkbox"/> New weblog items
Ping Weblogs.com on update? <sup>?</sup>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Max Amount of comments <sup>?</sup>	<input type="text" value="0"/>
Update file <sup>?</sup>	<input type="text"/>
Default Category	<input type="text" value="General"/>
Time Offset <sup>?</sup> Current server time is <b>16:03</b> Current blog time is <b>16:03</b>	<input type="text" value="0.0"/>
Always include in search <sup>?</sup>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Change Settings</b>	
Change Settings	<input type="button" value="Change Settings"/>

#### c Categories

Name	Description	Actions
<input type="checkbox"/> Website News	News concerning the website to includes updates, etc.	<a href="#">Delete</a> <a href="#">Edit</a>

With selected:   ( [select all](#) - [deselect all](#) )

**Create New Category**

Category Name	<input type="text"/>
Category Description	<input type="text"/>
Create New Category	<input type="button" value="Create New Category"/>

#### d Extra Plugin Settings

##### Log Out

- [Back to Admin Home](#)
- [Log Out](#)

Figure 85 Blog Settings

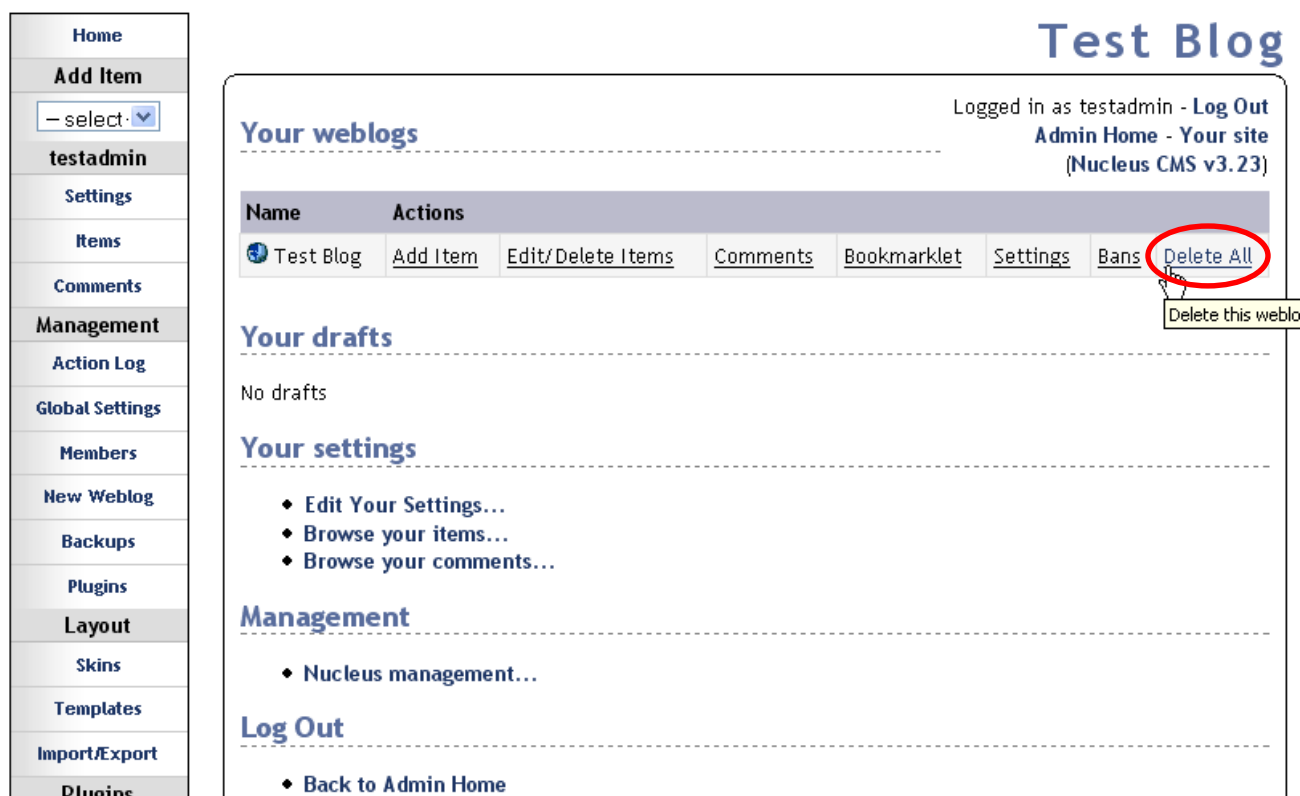
## DELETE BLOG

Your Nucleus may have more than one blog. There may be times that you wish to delete an entire blog. Do NOT do this if you only have one blog! Deleting a blog will delete all of the content you have typed in.

From the blog you wish to delete, select **"Delete All."**

You will receive confirmation that deleting this blog is what you wish to do. If you still want to delete the blog, you will select **"Confirm Deletion."**

The blog will then be deleted. You will still have to go to your server and delete the .php file related to the blog.



The screenshot displays the Nucleus CMS Admin Home interface. On the left is a vertical sidebar menu with options: Home, Add Item, testadmin, Settings, Items, Comments, Management, Action Log, Global Settings, Members, New Weblog, Backups, Plugins, Layout, Skins, Templates, Import/Export, and Plugins. The main content area is titled 'Test Blog' and shows the user is logged in as 'testadmin'. Below this, there's a section 'Your weblogs' with a table listing the 'Test Blog'. The table has columns for Name and Actions. The 'Test Blog' row has several action buttons: Add Item, Edit/Delete Items, Comments, Bookmarklet, Settings, Bans, and Delete All. The 'Delete All' button is circled in red. A tooltip 'Delete this weblog' is visible over the button. Below the weblogs section are sections for 'Your drafts' (No drafts), 'Your settings' (Edit Your Settings..., Browse your items..., Browse your comments...), 'Management' (Nucleus management...), and 'Log Out' (Back to Admin Home).


Name	Actions
 Test Blog	<a href="#">Add Item</a> <a href="#">Edit/Delete Items</a> <a href="#">Comments</a> <a href="#">Bookmarklet</a> <a href="#">Settings</a> <a href="#">Bans</a> <a href="#">Delete All</a>

Figure 86 Admin Home – Delete Blog

## MEMBER MANAGEMENT

As an administrator, you have the ability to create, edit, and delete members as needed. Your Member Management screen has 2 areas: Current Members (a) and New Member (b).

Home

Add Item

- select

testadmin

Settings

Items

Comments

Management

Action Log

Global Settings

Members

New Weblog

Backups

Plugins

Layout

Skins

Templates

Import/Export

Plugins

Skin Files

Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - [Your site](#)  
(Nucleus CMS v3.23)

(Back to Nucleus management)

Member Management

a

Current Members

Display Name	Real Name	Website	Super-admin? ?	Can login? ?	Actions
<input type="checkbox"/> testadmin	Test Admin	<a href="http://hoguechronicle.com/testblog/">http://hoguechronicle.com/testblog/</a>	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

With selected: 

Delete

Execute

 ( [select all](#) - [deselect all](#) )

b

New Member

New Member

Display Name ?  
(This is the name used to logon)

Real Name

Password

Repeat Password

Email address

Website Address (URL)

Administrator privileges ?

☐ Yes

☒ No

Can login to admin area ?

☒ Yes

☐ No

Notes

New Member

Add Member

Log Out

◆ [Back to Admin Home](#)

◆ [Log Out](#)

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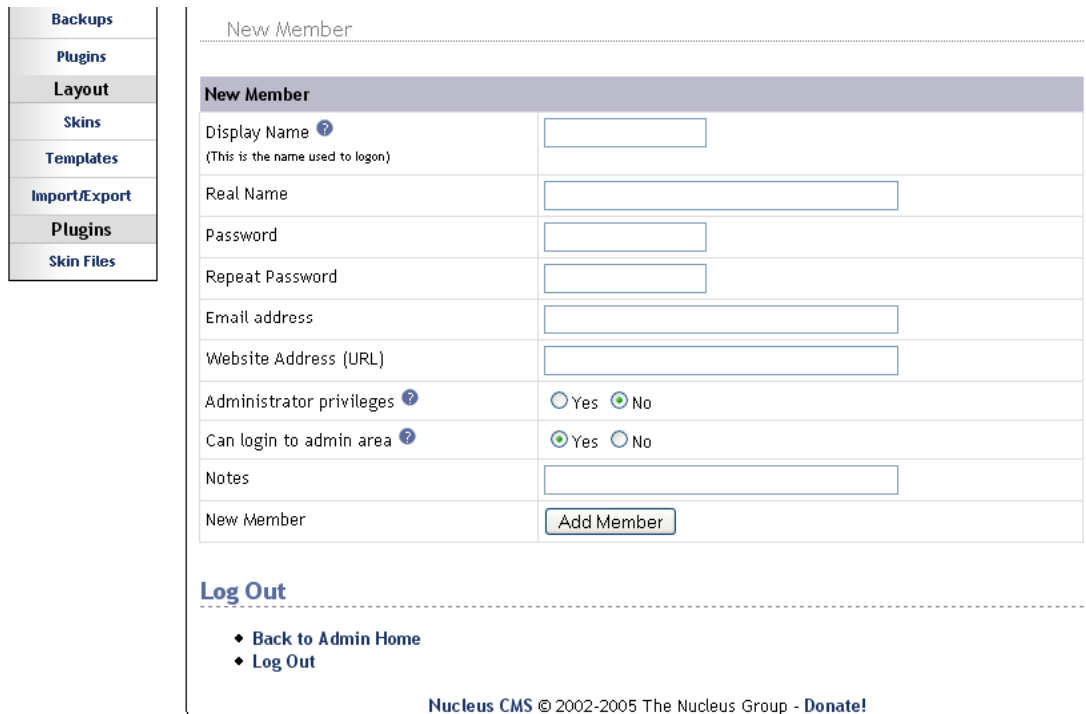
Figure 87 Member Management

## NEW MEMBER

To create a new member, enter their information into the form and select **"Add Member."**

If they are to have administrative privileges (create blogs, create/edit users, customize Nucleus, etc), select "Yes".

If they need to login into the Admin Home area (to create/edit items), select "Yes." If you were registering someone only to make comments on the website, you would select "No."



**New Member**

Display Name <sup>?</sup>

(This is the name used to login)

Real Name

Password

Repeat Password

Email address

Website Address (URL)

Administrator privileges <sup>?</sup> ☐ Yes ☒ No

Can login to admin area <sup>?</sup> ☒ Yes ☐ No

Notes

New Member

**Log Out**

- [Back to Admin Home](#)
- [Log Out](#)

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**Figure 88 Member Management – New Member**

After creating your user, you need to put them on specific blogs as Team Members. Go to the specific blog's settings, and click on "Click here to edit your team..." Find your user and add the user as a blog team member. This will need to be done with each blog you wish the user to add content to.



**Test Blog**

(Back to Admin Home) Logged in as testadmin - [Log Out](#)  
 Admin Home - Your site  
 (Nucleus CMS v3.23)

**Edit Blog Settings: 'Test Blog'**

Edit Team

Members currently on your team: testadmin (Test Admin)

[Click here to edit your team...](#)

Blog settings

**Figure 89 Member Management – Edit Team Members**

## EDIT MEMBER

To edit a member, select **"Edit."**

- Home
- Add Item
- select -
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - [Your site](#)  
 (Nucleus CMS v3.23)

(Back to Nucleus management)

### Member Management

---

Current Members

Display Name	Real Name	Website	Super-admin?	Can login?	Actions
<input type="checkbox"/> testadmin	Test Admin	<a href="http://hoguechronicle.com/testblog/">http://hoguechronicle.com/testblog/</a>	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

With selected: Delete


( select all - deselect all )

Figure 90 Member Management – Current Members

Edit the information as needed for your user and select **"Change Settings"** when you are done. You will not see "Options for NP\_WYSIWYG RTE" if it is not installed on your Nucleus CMS. If it is installed, you can select No Editor, WYSIWYG – Lite, or WYSIWYG – Advanced.

- Home
- Add Item
- select -
- testadmin
- Settings
- Items
- Comments
- Management
- Action Log
- Global Settings
- Members
- New Weblog
- Backups
- Plugins
- Layout
- Skins
- Templates
- Import/Export
- Plugins
- Skin Files

**Test Blog**  
 Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - [Your site](#)  
 (Nucleus CMS v3.23)

(Back to Member Overview)

### Edit Member

---

**Edit Member**

Display Name (This is the name you use to login)

Real Name

Password

Repeat Password

Email address (When you change the email address, a new password will be automatically sent out to that address)

Website Address (URL)

Administrator privileges

Can login to admin area

Notes

Language

☒ Yes
 ☐ No

☒ Yes
 ☐ No

  
- use site settings -

**Options for NP\_WYSIWYG RTE**

editormode WYSIWIG Editor - Advanced

---

Extra Plugin Settings

---

**Log Out**

- ♦ [Back to Admin Home](#)
- ♦ [Log Out](#)

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Figure 91 Member Management - Edit Member



## Delete a User

To delete a user in Member Management, find your user and select **"Delete."**

You receive a confirmation screen. Select **"Confirm Deletion."**

[Home](#)  
[Add Item](#)  
[- select -](#)  
[testadmin](#)  
[Settings](#)  
[Items](#)  
[Comments](#)  
[Management](#)  
[Action Log](#)  
[Global Settings](#)  
[Members](#)  
[New Weblog](#)

## Test Blog

Logged in as testadmin - [Log Out](#)  
[Admin Home](#) - Your site  
(Nucleus CMS v3.23)

[\(Back to Nucleus management\)](#)

### Member Management

Current Members

Display Name	Real Name	Website	Super-admin? ?	Can ?	login?	Actions
<input type="checkbox"/> <a href="#">testadmin</a>	Test Admin	<a href="http://hoguechronicle.com/testblog/">http://hoguechronicle.com/testblog/</a>	Yes	Yes		<a href="#">Edit</a> <a href="#">Delete</a>

With selected: [Delete](#) [Execute](#) ( [select all](#) - [deselect all](#) )

Figure 92 Member Management – Delete User

## LEARNING ADVANCED SKILLS & TROUBLESHOOTING

<http://nucleuscms.org/>

The Nucleus CMS website has documentation and many FAQs as well as a friendly and supportive Forums for help troubleshooting Nucleus problems as well as learning more advanced techniques.

This document only contains the very basic of the capabilities that Nucleus has in running and making website development easy.

Please keep in mind that the best kind of help you can get from the support forums require a few things from you:

1. Out of the dozens of problems I've run into installing, managing, and running Nucleus, 9 times out of 10 my questions have already been answered. Be sure to thoroughly research your question before starting a new thread.
2. When posting your questions, be sure you post in the correct board and title your post as specific as possible.
3. Be patient for answers. The support forum is completely run and managed by volunteers. Answers do not necessarily come right away

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